

URBAN/MUNICIPAL

URBAN/MUNICIPAL

CA40N HBL W26

A36 1989

URBAN/MUNICIPAL

AGENDAS OF THE PERSONNEL
AND ORGANIZATION COMMITTEE
OF THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON

A G E N D A

PERSONNEL & ORGANIZATION COMMITTEE

1989 01 12

Confirmation of the minutes of the last regular meeting and special meeting of December 15th, 1988.

GENERAL

BUSINESS ARISING FROM THE MINUTES:

1. Report from the officials re Hiring Procedures for Long Term assignments. (Requested by Trustee Baskin) - **pages 1 and 2**

NEW BUSINESS:

1. Recommendations of the Director of Education. - **pages 3 to 4, 4A**
2. Pay Equity Update. - **pages 5 and 6**
3. Program and Personnel Priorities of: - **pages 7 and revised page 8**
 - Information Management Services Department - **pages 9 and 10**
 - Curriculum Department - **pages 11 to 15**
 - Plant Department - **pages 16 to 21**
 - Curriculum and Special Services Department - **pages 22 to 25,**
** **pages 25A to 25C**
 - Human Resources Department - **pages 26 to 34**
 - Finance Department - **pages 35 to 41**
 - ** - Superintendent of School - **pages 41A - 41G**

ELEMENTARY/SECONDARY

NEW BUSINESS:

1. Recommendations of the Director of Education. - **page 42, revised page 43, pages 44, 44A, 44B**

** In addition to Agenda delivered

The Board of Education,
100 Main Street West,
Hamilton, Ontario,
L8N 3L1,
1989 01 12.

To the Chairman and Members,
Personnel and Organization Committee,
Education Centre,
Hamilton, Ontario.

Ladies and Gentlemen:

REPORT ON OCCASIONAL TEACHERS

Occasional teachers are employed to teach as a substitute for a permanent or probationary teacher who is absent from regular duties.

There are two separate "Occasional Teacher Lists" -- one for the elementary panel and one for the secondary panel. There is a collective agreement for each group of occasional teachers.

Prior to placement on the "Occasional Teacher List", a teacher must complete an application form, submit the required documentation and be interviewed. Occasional teachers will be called to a school by either a school administrator or a dispatcher.

Definitions from Collective Agreements

- (a) OPSTF Hamilton District Occasional Teachers' Branch
Article 3.02

"Long Term Occasional Teacher" means an Occasional Teacher who is required to teach in the same teaching assignment for a period of either twenty (20) or more consecutive teaching days or for a period which covers all the regular scheduled teaching days in the month. A teaching assignment may be a full-time or part-time assignment.

- (b) OSSTF, District 8 (Secondary Occasional Teachers)
Article 3.02

For the purposes of this Agreement, a Long Term "Occasional Teacher" shall mean an Occasional Teacher who is employed for a period of twenty (20) or more consecutive teaching days as a replacement for one teacher employed under a permanent or probationary contract.

Selection Process for Long Term Occasional Contracts

When the Assistant Superintendent of Staffing has been informed by a Principal that a teaching staff member will be absent for a period of twenty or more teaching days, the following procedures are followed:

- (a) the Principal is invited to the Board Office to review the files of occasional teachers who are qualified to handle the assignment for the absent teacher

- (b) the Principal then selects a minimum of three teachers to be interviewed

The Board of Directors
The City of New York
January 1, 1911
Page 1

To the Board of Directors
The City of New York
January 1, 1911
Page 1

REPORT OF THE BOARD OF DIRECTORS

The Board of Directors of the City of New York has the honor to acknowledge the receipt of the report of the Board of Directors of the City of New York for the year 1910. The report is a most interesting and valuable one, and it is a pleasure to find that the Board has been able to accomplish so much in the past year. The Board has been able to secure the necessary funds for the various departments, and it has been able to carry out the various projects which have been proposed. The Board has also been able to secure the necessary funds for the various departments, and it has been able to carry out the various projects which have been proposed.

REPORT OF THE BOARD OF DIRECTORS

The Board of Directors of the City of New York has the honor to acknowledge the receipt of the report of the Board of Directors of the City of New York for the year 1910. The report is a most interesting and valuable one, and it is a pleasure to find that the Board has been able to accomplish so much in the past year. The Board has been able to secure the necessary funds for the various departments, and it has been able to carry out the various projects which have been proposed. The Board has also been able to secure the necessary funds for the various departments, and it has been able to carry out the various projects which have been proposed.

REPORT OF THE BOARD OF DIRECTORS

The Board of Directors of the City of New York has the honor to acknowledge the receipt of the report of the Board of Directors of the City of New York for the year 1910. The report is a most interesting and valuable one, and it is a pleasure to find that the Board has been able to accomplish so much in the past year. The Board has been able to secure the necessary funds for the various departments, and it has been able to carry out the various projects which have been proposed. The Board has also been able to secure the necessary funds for the various departments, and it has been able to carry out the various projects which have been proposed.

REPORT OF THE BOARD OF DIRECTORS

The Board of Directors of the City of New York has the honor to acknowledge the receipt of the report of the Board of Directors of the City of New York for the year 1910. The report is a most interesting and valuable one, and it is a pleasure to find that the Board has been able to accomplish so much in the past year. The Board has been able to secure the necessary funds for the various departments, and it has been able to carry out the various projects which have been proposed. The Board has also been able to secure the necessary funds for the various departments, and it has been able to carry out the various projects which have been proposed.

The Board of Directors of the City of New York has the honor to acknowledge the receipt of the report of the Board of Directors of the City of New York for the year 1910. The report is a most interesting and valuable one, and it is a pleasure to find that the Board has been able to accomplish so much in the past year. The Board has been able to secure the necessary funds for the various departments, and it has been able to carry out the various projects which have been proposed. The Board has also been able to secure the necessary funds for the various departments, and it has been able to carry out the various projects which have been proposed.

- (c) the Principal makes the necessary arrangements for the interviews to be conducted at the school
- (d) upon completion of the interviews, the interviewing team makes a recommendation to the appropriate Superintendent of Schools and Assistant Superintendent of Staffing
- (e) once the recommendation has been approved, the Principal contacts the occasional teachers interviewed, informing them of the decision and providing feedback
- (f) the Human Resources Department handles the required hiring procedures

It should be recognized that in specialized teaching assignments, the number of qualified occasional teachers are few -- i.e. Technological Studies, Business Education, French Language Programs, Music and Physical Education. As a result, the selection process may have to be altered from that used for a regular classroom assignment.

In the case where the teacher's absence length cannot be determined and is approaching the twenty day period, the situation is reviewed by the Principal and the appropriate Supervisory Officer. Normally, the occasional teacher who has been handling the assignment will be given the Long Term Occasional Contract -- if qualified and performing duties satisfactorily.

Prepared by: R. A. Kennedy, Assistant Superintendent of Staffing
Submitted by: B. Sinclair, Superintendent of Human Resources
Approved by: K. A. Rielly, Director of Education and Secretary

Education Centre
100 Main Street West
Hamilton, Ontario
1989 01 12

To the Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

GENERAL

I have the honour to present the following recommendations for your approval:

(a) That the effective start date for James McLeish, Manager, Collective Bargaining Services, approved at the December meeting of the Board, be changed to 1989 01 03.

(b) That Terri-Lyn Cousins be appointed to the probationary Clerical Staff (Category A-B - maximum \$379.00 per week), effective 1989 01 23, with salary according to the salary schedule.

(c) That the following be appointed to the probationary Caretaking and Maintenance Staff, effective 1989 01 09, with wage rate according to the Collective Agreement:

John Dorman
Archie Walker

(d) That the resignation of Albert E. Allen, Maintenance Department, for the purpose of retirement, be accepted with regret, effective 1989 01 31, and that the Board's gratuity be paid.

(e) That the resignation of James P. Seraphin, Maintenance Department, for the purpose of retirement, be accepted with regret, effective 1989 01 31, and that the Board's gratuity be paid.

(f) That the resignation of the following Cleaners, for the purpose of retirement, be accepted with regret, effective as shown, and that the Board's gratuity be paid:

Audrey Millward, 1988 12 23
Mary Weiner, 1988 12 06

(g) That the resignation of John H. Miller, Caretaking Staff, be accepted with regret, effective 1989 01 03.

Respectfully,
The Honorable
The Honorable
The Honorable

The Honorable
The Honorable
The Honorable

The Honorable

The Honorable

I have the honor to acknowledge the receipt of your letter of the 1st of June, 1901.

1st. That the Honorable the President of the United States, in his letter of the 1st of June, 1901, has expressed his regret that he is unable to accept of the Honorable the President of the United States.

2nd. That the Honorable the President of the United States, in his letter of the 1st of June, 1901, has expressed his regret that he is unable to accept of the Honorable the President of the United States.

3rd. That the Honorable the President of the United States, in his letter of the 1st of June, 1901, has expressed his regret that he is unable to accept of the Honorable the President of the United States.

Very respectfully,
The Honorable

4th. That the Honorable the President of the United States, in his letter of the 1st of June, 1901, has expressed his regret that he is unable to accept of the Honorable the President of the United States.

5th. That the Honorable the President of the United States, in his letter of the 1st of June, 1901, has expressed his regret that he is unable to accept of the Honorable the President of the United States.

6th. That the Honorable the President of the United States, in his letter of the 1st of June, 1901, has expressed his regret that he is unable to accept of the Honorable the President of the United States.

Very respectfully,
The Honorable

7th. That the Honorable the President of the United States, in his letter of the 1st of June, 1901, has expressed his regret that he is unable to accept of the Honorable the President of the United States.

(h) That the request of Kathy MacDonald, Clerical Staff, for a Maternal Leave of Absence, effective 1989 02 13 to 1989 06 09, in accordance with the Employment Standards Act, to be followed by a Personal Leave of Absence, effective 1989 07 03 to 1989 08 25, be granted.

(i) That Shirley Christmas-Moore, Caretaking and Maintenance Staff, be returned from a Maternal Leave of Absence, effective 1989 01 09.

Respectfully submitted,

K. A. Rielly,
Director of Education
and Secretary

1989 01 12

ADDED RECOMMENDATIONS

GENERAL

(j) That the effective date of the appointment of Richard Kawai to the position of Acting Superintendent of Information Management Services, previously approved at the 1988 12 14 Special meeting of the Board, be changed to be effective 1989 01 16.

(k) That Jennifer Powell-Fralick be appointed to the position of Child Care Program Leader (Administrative Category 14 - maximum \$36,741 per annum), with a one year probationary period, effective 1989 02 01, with salary according to the salary schedule.

(l) That Barbara Vandyk be appointed to the probationary Educational Assistant staff effective 1989 01 30, with wage rate according to the Collective Agreement.

(m) That the effective date of resignation of Isabel Galbraith, for the purpose of retirement, approved at a previous meeting, be changed to June 30, 1989.

(n) That the resignation of Frances Doyle, Minutes Stenographer, effective 1989 01 13, be accepted with regret.

(o) That the resignation of Thomas P. Wojcicki, Caretaking Staff, effective 1989 01 06, be accepted.

(p) That Cheri Woolley be confirmed in the position as School Social Worker, effective 1989 01 04.

(q) That Gary Hardman be promoted to the position of Purchasing Manager (Administrative Category 5 - maximum \$51,926 per annum), with a one year probationary period, effective 1989 01 20, with salary according to the salary schedule.

(r) That Jean Lehman be transferred from the Secondary School Clerical and Secretarial Staff (O.P.E.I.U.) to the position of Secretary, Curriculum Department (Category C - maximum \$429.00 per week) (non-union clerical staff), effective 1989 01 23, with salary according to the salary schedule.

(s) That the timetable of Gary Gibson be increased from .5 to .75 (.5 Media Consultant, .25 Special Assignment Teacher), effective 1989 02 01 to 1989 06 30.

1000 10 11

1000 10 11

1000 10 11

1000 10 11

1000 10 11

1000 10 11

1000 10 11

1000 10 11

1000 10 11

1000 10 11

1000 10 11

1000 10 11

1000 10 11

Board of Education
Hamilton, Ontario
1988 01 12

TO THE CHAIRMAN AND MEMBERS
PERSONNEL AND ORGANIZATION COMMITTEE
BOARD OF EDUCATION
HAMILTON, ONTARIO

Ladies and Gentlemen:

Re: Pay Equity/Job Evaluation Project

Costs

In 1990 the Board is required by legislation to spend approximately 1.6 million dollars on Pay Equity adjustments, which is equivalent to 1% of the previous year's payroll. Payments must commence by January 1990, however, retroactive payments could result beyond this amount arising from appeals or Pay Equity Commission hearings finalized during that year.

Because of the need to review ratings for non teaching staff, the incomplete CUPE process, and the issue surrounding teacher job classes, we are unable to project full costs to the Board for the life of the Pay Equity program which cannot exceed five years.

Project Status

Non Union Clerical, Administration, OPEIU Bargaining Units

The Planning and Steering Committee for these non teaching positions will be meeting in February to review ratings under the Touche Ross Plan.

Teaching Positions

In response to requests from teaching federations, we are in the process of collecting data and identifying job classes for teacher groups. We are also trying to determine the implications and impact of Pay Equity on our teaching employees.

In the case of elementary teachers, the definition of job classes is also being discussed at the provincial level. The trustee associations have indicated they might seek a ruling from the Pay Equity Commission. This is a difficult and important issue and may not be resolved in 1989.

CUPE Local 1344

We have distributed and collected the CUPE Job Description Questionnaires (JDQ) and will negotiate with CUPE in January on the final details of the evaluation plan. The three jobs being evaluated for comparison purposes are cleaners, cooks and assistant caretakers.

RECOMMENDATION:

It is recommended that this report be received for information.

Prepared by Marilyn Abraham, Co-ordinator
Pay Equity Project

Submitted by Bruce Sinclair, Superintendent
Human Resources Department

Approved by Keith Rielly, Director of Education

That the trustees consider the various department requests for programs and personnel and take the action deemed appropriate by them.

Respectfully submitted,

Keith Rielly,
Director of Education
and Secretary

Education Centre,
100 Main Street West,
Hamilton, Ontario.
1989 01 12

To the Chairman and Members,
Personnel and Organization Committee,
Hamilton Board of Education.

Ladies and Gentlemen:

Re: Program and Personnel Priorities of Departments

In past years, new program initiatives and requests for additional personnel have been presented to the trustees during the months leading up to budget review in February and March.

Some of these requests were acted upon immediately and others were deferred until they could be considered in context with other budget considerations. This practice concerned some trustees because it was felt that not all proposals were given equal consideration.

This year, the officials have made very effort to limit new program initiatives and to screen all department priorities for program and personnel in order to place them before the trustees as one package for consideration. The only additional considerations that could emerge are those that result from reviews and new policies passed by the Board at a later date e.g., Race Relations Policy, Outdoor Education Review and the Secondary School Study Review.

Our expectation is that trustees will hear the rationale for the requests put forward by the officials and that they they will consider and discuss the feasibility of the proposals.

RECOMMENDATION:

That the trustees consider the various department requests for program and personnel and take the action deemed appropriate by them.

Respectfully submitted,

K. A. Rielly,
Director of Education
and Secretary.

KAR/as

BOARD OF EDUCATION FOR THE CITY OF HAMILTONSUMMARY - PERSONNEL PRIORITIES BY DEPARTMENT

<u>DEPARTMENT</u>	<u>FINANCIAL IMPLICATIONS</u>	
	<u>ANNUAL COST</u>	
■ <u>Curriculum</u>		
Media Clerk (.3)	\$ 8,000	
Software Technician (1)	42,000	
Technical Maintenance for Audio- Visual & Media Equipment (1)	36,000	86,000
■ <u>Curriculum and Special & Educational Services</u>		
Speech/Language Pathologist	45,000	
Speech Assistant	15,000	60,000
■ <u>Finance Department</u>		
Payroll Clerk	25,000	
Financial Services Clerk	25,000	
Budget Clerks (2)	52,500	
Special Projects and Audit Clerk	25,000	127,500
■ <u>Human Resources Department</u>		
Employee Relations Field Representative	38,000	
Consultant, Staff Development	60,000	
Counsellor, Human Resources	38,000	
Secretary to Superintendent Human Resources	28,000	
Technician, (WHMIS)	23,000	
Receptionist	23,000	
Benefits Clerk	23,000	
Secretary, Affirmative Action (.5)	11,500	244,500
■ <u>Information Management Services</u>		
Secretary	28,000	28,000
■ <u>Plant Department</u>		
Project Manager	52,000	
Manager of Design Services	48,000	
Electrical/Mechanical Draftsperson	32,000	132,000
	TOTAL	<u>678,000</u>

NOTE: The figures shown are based on annual costs.
The impact on the 1989 budget would be considerably less
dependent upon approved effective dates of appointment.

BOARD OF EDUCATION FOR THE CITY OF HAMILTON

SUMMARY - PERSONNEL PRIORITIES BY DEPARTMENT

<u>DEPARTMENT</u>	<u>FINANCIAL IMPLICATIONS</u> <u>ANNUAL COST</u>	
■ <u>Curriculum</u>		
Media Clerk (.3)	\$ 8,000	
Software Technician (1)	42,000	
Technical Maintenance for Audio- Visual & Media Equipment (1)	36,000	86,000
■ <u>Curriculum and Special & Educational Services</u>		
Speech/Language Pathologist	45,000	
Speech Assistant	15,000	
Secretary to the Assistant Superintendent Special Services	25,000	85,000
■ <u>Finance Department</u>		
Payroll Clerk	25,000	
Financial Services Clerk	25,000	
Budget Clerks (2)	52,500	
Special Projects and Audit Clerk	25,000	127,500
■ <u>Human Resources Department</u>		
Employee Relations Field Representative	38,000	
Consultant, Staff Development	60,000	
Counsellor, Human Resources	38,000	
Secretary to Superintendent Human Resources	28,000	
Technician, (WHMIS)	23,000	
Receptionist	23,000	
Benefits Clerk	23,000	
Secretary, Affirmative Action (.5)	11,500	244,500
■ <u>Information Management Services</u>		
Secretary	28,000	28,000
■ <u>Plant Department</u>		
Project Manager	52,000	
Manager of Design Services	48,000	
Electrical/Mechanical Draftsperson	32,000	132,000
■ <u>Superintendent of Schools</u>		
Administrative Assistants (2)	74,000	74,000
T O T A L		777,000

NOTE: The figures shown are based on annual costs.
The impact on the 1989 budget would be considerably less
dependent upon approved effective dates of appointment.

Education Centre,
100 Main Street West,
Hamilton, Ontario.
1989 01 12

To the Chairman and Members,
Personnel & Organization Committee,
Hamilton Board of Education.

Ladies and Gentlemen:

Re: Secretary to the Superintendent of Information Management Services

With the recent appointment of Mr. Rick Kawai to the position of Superintendent of Information Management Services, there is a need to appoint a secretary for that department.

The posting and interviewing should be made as soon as possible following the appointment date (1989 01 16) of the Superintendent.

The annual cost for this position is approximately \$28,000.

RECOMMENDATION:

That action be taken to post and interview for a secretary to the Superintendent of Information Management Services with the effective starting date as soon as feasible.

Prepared and submitted by: K. A. Rielly,
Director of Education and Secretary.

attach.

JOB TITLE: Secretary to Superintendent of Information Management Services

REPORTS TO: Superintendent of Information Management Services

Primary Duties:

1. Performs a variety of secretarial and administrative duties relating to the efficient day-to-day operation of the Superintendent's office.
2. Prepares correspondence, reports, and data; organizes and schedules meetings; and responds to requests for information.
3. Provides stenographic and typing services and maintains office files and records.
4. Acts as a communication link between the Superintendent and staff throughout the system.
5. Prepares recommendations and support materials for Board and Senior Management meetings.

Qualifications:

1. Excellent secretarial and administrative skills, with several years of related experience at a responsible level.
2. Knowledge of the Board's political and administrative organization, functions, and processes.
3. Excellent interpersonal and communicative skills.
4. Ability to plan and organize a heavy workload, and work independently.
5. Knowledge of microcomputer and word processor applications strongly preferred.

CURRICULUM DEPARTMENT REQUESTS FOR PERSONNEL (1989 BUDGET)

The Curriculum Department budget requests for 1989, and in the near future, will be based on three broad goals.

1. To encourage teachers, at all levels and in all subjects, to engage students in:
 - Child-centred programs.
 - Activity-based programs.
 - Problem-solving, decision-making, and information management.
 - Co-operative learning.
 - Relevant, challenging programs that employ current technology.
 - Use of human and physical resources in our community and beyond.
2. To reduce the hours of teacher, consultant, and co-ordinator time spent in repairing, packaging, delivering, booking and other clerical and technical tasks.
3. To deliver service or curriculum materials to teachers within 2-3 days of requests being made.

Two areas not addressed here are Outdoor Education and Drama and Dramatic Arts. Since these two programs are currently under review, any recommendations for program changes, additions, deletions, etc., and resultant personnel changes, will come before development committee in late spring, 1989.

Two programs already approved for 1989 are the Mohawk as a Second Language program and the Child Care program. Both of these programs, when passed by the board, included staffing recommendations. These are included in the Languages and Family Studies budgets respectively.

For 1989, the most pressing needs are:

1. A technician to provide preventative maintenance for expensive audio-visual and computer equipment. (Media Services) (See Appendix I)
2. A software technician to work in the Computers In Education department to test and in-service software at the central, area and school levels. (Computers In Education) (See Appendix II)
3. An additional .3 clerk in Media Services in order that the computer kits, currently stored in and distributed from central office, may be distributed from the Dundurn Street Centre.

Items 1 and 2 are new roles that are described in the appendices attached. The informal lending of computer disks for trial and review from the Computers In Education office was viable in the early eighties when there were a few dozen titles. With approximately 900 titles, this would be much more efficiently handled by the current Media Distribution System. Chris Leibold and Dave Didur believe, that once set up, it would require .3 additional clerk time at Dundurn Street to circulate the computer material.

I would also like to add the support of the Curriculum Department for the request for a computer hardware repair technician made by the computer services department. If this technician was working from a radio-equipped van, the amount of teacher time spent on repair would be cut, fewer machines would be out of the schools for repair, and students would ultimately benefit in hours per pupil on each computer.

The combination of these non-teaching jobs would provide much more efficient use of computers and audio-visual equipment by students and teachers. As we continue to add computers, video cameras, VCR's and other technical equipment, there will be increasing need for this type of assistance in our system.

Financial Implications:

	<u>1989</u> <u>July to December</u>	<u>Annual</u> <u>Cost</u>
Salaries, Employee Benefits and Travel Allowance:		
Media Clerk (.3)	\$ 4,000.00	\$ 8,000.00
Software Technician (1)	21,000.00	42,000.00
Technical Maintenance for Audio- Visual and Media Equipment (1)	18,000.00	36,000.00
	\$43,000.00	\$86,000.00

Prepared and Submitted by: G. Rappolt,
Assistant Superintendent of Curriculum

Approved by: K. A. Rielly,
Director of Education and Secretary

APPENDIX I

1989 Budget Request

Media Technician

Scope

To provide technical assistance to all schools in ongoing maintenance and operation of media equipment.

Major duties and responsibilities:

- . assist schools in the organization and security of media equipment
- . assist in the regular maintenance of media equipment by conducting an annual check and doing minor repairs
- . organize and present workshops for students and teachers in the operation of media equipment
- . organize and train teams of students to do ongoing regular maintenance of media equipment
- . assist in production of a.v. media at the school level. - slide tape, video, audiotape
- . assist teachers and students in using the centrally based portable editing suite for school level video productions

Computers in Education Department

SOFTWARE TECHNICIAN

This individual, by assuming various duties related to software, will provide vitally needed services for the educational computing environments in our system, and at the same time will give the Computers in Education staff more time to work with educators on the uses and applications of computers in the curriculum. The software technician will work out of the Computers in Education Dept. office, but will have regular duties to perform in each of the six Areas of the board.

Responsibilities and Duties:**I. Software Maintenance and Repair**

- * To be knowledgeable about operating systems (MS-DOS, QNX)
- * To troubleshoot software problems on standalone and networked computer systems
- * To install software patches, perform necessary upgrades, and customize user computer interfaces
- * To be a competent programmer in a variety of languages (C, Pascal, BASIC)
- * To have some knowledge of artificial intelligence (expert systems, Prolog)
- * To create utilities to make tasks of site administrators and teachers easier
- * To optimize the speed of networked computer systems by establishing efficient organizations of files/directories on single and multiple file servers
- * To establish disk maintenance/backup tools and procedures to protect the integrity of student/teacher data
- * To work closely with school site administrators about practices, procedures, and problem solving related to school computers
- * To travel to school sites in order to analyse, diagnose, and repair software related problems
- * To contact software vendors/developers to resolve questions or problems that arise about their products

II. Software Applications

- * To be a knowledgeable user of a number of standard microcomputer software packages, including wordprocessors, electronic spreadsheets, database managers, graphics, desktop publishing, and communications packages
- * To evaluate software packages for functionality and ease of use
- * To assist teachers, co-ordinators, and consultants in determining what software packages would be most appropriate for their needs
- * To learn how to use new software packages, and provide the necessary training to teachers, co-ordinators, and consultants
- * To assist in the evaluation of training materials (audio and video cassette tapes, books, CAI materials) related to software products
- * To help establish training materials/courses for specific software packages
- * To work with Media Services personnel in the creation of audiovisual training materials related to software packages
- * To create user manuals or tutorial guides for teachers to help them use specific software packages

11. Discussion

The purpose of this study was to investigate the effect of a 12-week training program on the physical fitness and health-related quality of life of sedentary middle-aged adults. The results of this study indicate that the 12-week training program significantly improved the physical fitness and health-related quality of life of the participants. The improvements in physical fitness were observed in the measures of cardiovascular endurance, muscular strength, and flexibility. The improvements in health-related quality of life were observed in the measures of physical functioning, role limitations due to physical problems, and overall health status. The findings of this study suggest that a 12-week training program is an effective intervention for improving the physical fitness and health-related quality of life of sedentary middle-aged adults. The results of this study also indicate that the improvements in physical fitness and health-related quality of life were maintained at the 6-month follow-up assessment. These findings are consistent with previous research that has shown that a 12-week training program is an effective intervention for improving the physical fitness and health-related quality of life of sedentary middle-aged adults. The results of this study also indicate that the improvements in physical fitness and health-related quality of life were maintained at the 6-month follow-up assessment. These findings are consistent with previous research that has shown that a 12-week training program is an effective intervention for improving the physical fitness and health-related quality of life of sedentary middle-aged adults.

1989 01 12

To the Chairman and Members,
Personnel and Organization Committee,
Board of Education,
Hamilton, Ontario.

Ladies & Gentlemen:

Re: Establishment Review
Plant Department 1988

The Board has approved in principle the following major construction projects and program items which will be referred for inclusion in the Capital Budget for 1988/89/90. (i.e.)

- New School in Block 79
- G. R. Allan Addition
- New Dr. Elizabeth Bagshaw School
- Renovation at Albion and for Vocational classes
- Major Renovation Programs
- Portable Classroom Replacement Program
- Miscellaneous Renovations and Alterations
(to be identified by Accommodation Committee).

It is anticipated that design work on the above projects will be commenced in 1988 and that construction on the projects will commence later in 1988 or in the Spring of 1989. In addition, there are numerous alteration and repair projects which require in-house design work (in 1988 in excess of 200 alteration/repair projects). It is anticipated that the number of projects will increase in 1989, placing a high demand on existing department design and field supervisory staff.

Although the proposed Budget will have increased 5 fold as noted below since 1986:

	<u>CAP Budget</u>	<u>Perm. Imp.</u>	<u>Grds. & Repairs</u>	<u>Total</u>
1989 (Proposed Budget)	Preliminary estimate at this time			\$20,000,000 ⁺
1988 (Budget)	4,840,000	826,381	3,362,013	9,028,394
1987 (Budget)	1,650,000	230,650	3,009,763	4,890,413
1986 (Budget)	641,000	594,179	2,897,720	4,132,899

there has been no increase in the staff in this area of the Plant Department. Therefore, if these projects are to be undertaken and properly designed, inspected and monitored, it is necessary that the Department be provided with additional staff. Although outside architects and consultants will be retained for design and supervision for some of the larger projects noted, there will

(Cont'd.....)

Establishment Review
Plant Dept.

- 2 -

1989 01 12

still be a requirement for a considerable amount of time to be spent on the part of Board staff in connection with these projects. This involvement and the time requirement will grow considerably upon commencement of construction. At the present time it is necessary for the Superintendent of Plant to perform several of the duties in connection with this proposed work. Currently, the other administrative duties of the Superintendent would not allow the provision of sufficient time to handle those major projects in addition to the day to day responsibilities of the position. The work required in connection with the Capital projects will include the following:

1. to attend job meetings on an ongoing basis to review progress of the projects.
2. to perform inspections to ensure the specifications and other contract requirements are being fulfilled.
3. to maintain records and review job progress payments not only for the general contractors but also in connection with consultants and architects' fees.
4. to review and recommend necessary changes together with costs as work proceeds.
5. to maintain job files including preparation of correspondence, review of drawings and handling inquiries in connection with these projects.
6. to attend various planning meetings with community and academic persons to receive input and discuss alternatives.

It is felt that the above work will require the services of a full-time professional architect during the course of these projects. It is therefore requested, that a Project Manager be hired by the Board for this purpose either on a full-time permanent basis or on a 3-year renewable contract basis.

With regard to the in-house work, many of the alterations and smaller renovations being requested require structural analysis by a qualified structural engineer (removal of walls, provision of openings through load bearing walls, redistribution of floor loads, etc.) This analysis and subsequent design work is required to be done by a structural engineer in accordance with various building codes and other design criteria in order to ensure the safety of occupants in our schools and the structural integrity of the buildings. In addition, it is desirable, due to the number of requests of this nature as well as others which require in-house design, that a position be established to co-ordinate this work and provide the necessary in-house expertise. It is felt that this function requires the services of a professional structural engineer to assume the responsibilities of Manager of Design Services. The incumbent would also provide required expertise with respect to many of our grounds-related issues which require improvements (playing fields, parking lots, sidewalks, playgrounds etc.) It is therefore requested that a Manager of Design Services position be added to the permanent establishment of the Department and that a Structural Engineer be hired on a permanent basis to fill this role.

(Cont'd.....)

Establishment Review
Plant Dept.

- 3 -

1989 01 12

In order to support the endeavours of our in-house design section it is also requested that authorization be given to hire a mechanical/electrical draftsperson to provide the necessary drafting work associated with the in-house projects as well as to provide a required increase in our in-house drafting capability which is currently being handled by 1 draftsperson.

Our Board is currently operating in excess of 100 buildings having a total floor area of approximately 6.5 million square feet and grounds acreage in the area of approximately 650 acres. In order to provide a level of service with respect to maintenance of these buildings and property it is necessary that sufficient staff be available. The department is currently operating with a minimum of in-house staff and is working under considerable pressure to respond to the demands for estimates, sketches, designs, and construction in many areas which must be addressed in order to maintain the schools in our system. As you are aware many of the buildings are old and require extensive work to maintain and upgrade to a level which is consistent with a large Board of Education.

The Superintendent of Plant respectfully requests, therefore, that the following positions be added to the establishment of the Plant Department and that he be authorized to fill these positions as soon as possible in 1989, in order to have continuity through the design and construction phases of the work. Copies of the proposed job descriptions for these positions have been attached to this report for information.

1. (a) Project Manager - on a full-time permanent basis at a salary category 5, 1988/89 (46,681 - 51,926)

 or
 (b) Project Manager - on a reasonable contract basis for 36 months at a salary to be negotiated.
2. Manager of Design Services - on a full-time basis at a salary category 6, 1988/89 (44,218 - 47,995)
3. Electrical/Mechanical Draftsperson on a full-time basis at salary category 21, 1988/89 (28,376 - 31,733).

Prepared and submitted by:

R. T. Orlando, Superintendent of Plant.

Approved by:

K. A. Rielly, Director of Education & Secretary.

THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON

- I POSITION: PROJECT MANAGER
- II SUPERVISOR: SUPERINTENDENT OF PLANT
- III DEPARTMENT: PLANT
- IV BASIC JOB FUNCTION(S):

Responsible to the Superintendent for the satisfactory completion of major capital building and renovation projects, to review contract documents, inspect construction, attend job site meetings, monitor progress payments, and to assist in the design of new schools, additions, alterations and renovations.

V JOB RESPONSIBILITIES:

1. To review plans, specifications and other contract documents to ensure proper standards are met.
2. To liaise with Architects, Consultants and/or Contractors to ensure satisfactory completion of construction, capital and renovation projects.
3. To set up, attend, and represent the Board's interests at job meetings as required on and off the site.
4. To develop and administrate major renovation programs including roofing, painting, window and other system wide improvements.
5. To set up and monitor progress and schedules for construction on projects and to check and review payment certificates.
6. To provide architectural design services and to co-ordinate other disciplines with respect to capital, renovation, maintenance and operational building projects.
7. To prepare reports, recommendations and estimates with respect to design and construction related aspects of school buildings.
8. To provide technical assistance with respect to preparation and completion of documentation in relation to application for Capital Grants to the Ministry of Education.
9. To provide technical assistance with respect to establishing and carrying out inspections of existing buildings and plants to determine conformance with current codes, to carry out feasibility studies and to make recommendations for corrective work where required.
10. To prepare specifications, plans and contract documents and to arrange for tendering of contracts.
11. To perform other related duties, as assigned, that are in accordance with job responsibilities or necessary departmental or Board objectives.

VI EDUCATION AND EXPERIENCE REQUIREMENTS

1. Graduate Architect licensed in the Province of Ontario and a member of the Ontario Association of Architects and thorough knowledge of Building, Fire and other applicable codes.
2. Minimum of five (5) years experience in design, construction management, including experience and co-ordination of major capital school or similar type building projects.
3. Effective written and oral communications skills and strong leadership ability.
4. In possession of and willing to use own automobile.

JOB DESCRIPTION

THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON

- I POSITION: MANAGER OF DESIGN SERVICES
- II SUPERVISOR: SUPERINTENDENT OF PLANT
- III DEPARTMENT: PLANT
- IV BASIC JOB FUNCTION(S):

Responsible to the Superintendent for the management and co-ordination of in-house design work for renovations/alterations of schools, buildings and grounds and for the provision of structural design and related service as required including the preparation of drawings, specifications and tenders.

V JOB RESPONSIBILITIES:

1. To co-ordinate the preparation and completion of in-house design work for alterations/renovations.
2. To undertake structural design work including drawings as required for building alterations, renovations and site work.
3. To provide design work for grounds related work.
4. To prepare specifications and tenders as required.
5. To provide estimates and assist in the preparation of budgets.
6. To administer contracts involving cost control and drawing, document and correspondence.
7. To prepare reports, recommendations, feasibility studies on a variety of building and grounds related items.
8. To attend meetings as required including evening meetings.
9. To act for the Superintendent on a variety of matters as required.
10. To perform other related duties as assigned that are in accordance with the job responsibilities or Department or Board objectives.

VI EDUCATION AND EXPERIENCE REQUIREMENTS:

1. Graduate structural Engineer from a 4-year University Course licensed in the Province of Ontario and a Member of the Association of Professional Engineers of the Province of Ontario.
2. A thorough knowledge of building and fire codes, Ministry of Education regulations and other applicable codes.
3. A minimum of 5 years professional experience including 2 years in a Management capacity in structural design, direction of drafting staff and co-ordination of design work preferably in a school or public building environment.
4. Effective written and oral communication skills and strong leadership ability. In possession of and willing to use own automobile.

JOB DESCRIPTION

THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON

- I POSITION: ELECTRICAL/MECHANICAL DRAFTSPERSON
- II SUPERVISOR: MANAGER OF DESIGN SERVICES
- III DEPARTMENT: PLANT
- IV BASIC JOB FUNCTION(S):

To provide drafting services for Mechanical and Electrical work and to provide design services under the direction of the Manager for building renovations and alteration work. To provide inspection services as required and to prepare specifications and recommendations with respect to upgrading of mechanical and electrical systems.

V JOB RESPONSIBILITIES:

1. To prepare plans and sketches for existing buildings and for proposed alterations and new construction projects.
2. To inspect, analyse and make recommendations with respect to mechanical and electrical work required to update buildings to current code requirements.
3. To assist in the preparation of specifications, timetables, life safety studies in connection with building changes.
4. To inspect work of contractors and tradesmen engaged in maintenance and construction alteration work as required.
5. To work closely with other departments to ensure compliance of our buildings and facilities to various codes and regulations.
6. To prepare reports and recommendations as required.
7. To assist in the preparation of contract documents for quotation purposes of alteration and re-construction work.
8. To assist in the preparation of estimates and budgets.
9. To perform other related duties as assigned that are in accordance with the responsibilities or necessary department or corporate objectives.

IV EDUCATION AND EXPERIENCE REQUIREMENTS:

1. Certified electrical/mechanical technician or technologist with a thorough working knowledge of current building and fire retrofit codes. Good communication skills.
2. A minimum of 5 years drafting and design experience preferably in a unionized setting with a school board or other municipal or public body.
3. Ability to work independently with a minimum of supervision.
4. In possession of and willing to use own automobile.

100 Main Street West
Hamilton, Ontario
1989 01 12

To the Chairman and Members
Personnel and Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

**RE: NEED FOR A SPEECH AND LANGUAGE PATHOLOGIST
 TO REDUCE OUR CURRENT WAITING LIST**

BACKGROUND

Before the Hamilton Board of Education employed speech/language pathologists, children with speech/language disorders were serviced in community clinics and hospitals. This model of service delivery was problematic for several reasons.

For example, some children lost excessive academic hours due to the length of time spent in transit between hospital and school. Other children received no service because of their parents' inability to provide transportation to these agencies especially when lengthy trips were involved. Strategies learned by children who received therapy at these agencies were not appropriately utilized because of the teachers' limited access to the speech/language pathologists involved. Such a close relationship is necessary in order to integrate remedial strategies into the daily activities of the classroom.

In addition, the academic performance of students with speech language problems appears to be adversely affected by the demands of the primary curriculum which are largely linguistic in nature--and these demands increase as the curriculum becomes more language centred. Research has shown that children with early oral language problems exhibit, at a later age, reading, writing and spelling problems. Oral speech/language goals established by an educational speech/language pathologist can be transferred to written language goals. Therefore, a comprehensive model of service delivery to meet the identified speech/language needs of our students was developed in order to achieve remediation goals in the classroom.

For many years, the Hamilton Board employed eight speech correctionists to service the speech needs of students across the city. In 1981/82, a speech pathologist was hired to replace a retiring speech correctionist and to bring additional expertise to this complex program area. Since then, speech pathologists have been employed to replace speech correctionists. The following chart outlines the changes in the delivery model of speech and language services over the past seven years:

As of June			
1982	8	Speech Correctionists	0 Speech/Language Pathologists
1983	7	Speech Correctionists	1 Speech/Language Pathologist
1984	7	Speech Correctionists	1 Speech/Language Pathologist
1985	6	Speech Correctionists	2 Speech/Language Pathologists
1986	5	Speech Correctionists	3 Speech/Language Pathologists
1987	3	Speech Correctionists	5 Speech/Language Pathologists 3 Speech Assistants
1988*	0	Speech Correctionists	9 Speech/Language Pathologists 5 Speech Assistants
* It should be noted that the increase in speech/language pathologists equalled the decrease in speech correctionists, except for 1988 when one additional speech/language pathologist was approved in the Board budget. We are currently in the process of hiring the ninth speech/language pathologist but have not yet been successful due to the traditional supply and demand problem.			

EXISTING PROBLEMS

As a result of the Ministry of Education Memorandum 81, *Provision of Health Support Services in School Settings*, outside agencies are referring many school-aged students to the Hamilton Board of Education for speech and language services. This action has resulted in an inordinate number of referrals, assessment requests and therapy/consultation hours which have not been fulfilled because of insufficient staff. Some contributing factors are:

- Greater awareness of speech/language pathologist services by existing administrative and teaching staff, resulting in increasing demands for their services.
- More in-service needed to address the above demands on an on-going basis.
- A greater number of requests to attend Diagnostic and Remedial Teams and Identification Placement Review Committees to provide specialized input.
- A shift in services and awareness from the milder articulation difficulties to the more severe speech and language disorders.
- Other departments, e.g., psychological services and community agencies, impacting on the services offered by speech/language pathologists due to the skill and expertise offered by these specialists.

- The number of potential referrals based on a generally accepted 10% incidence rate of an elementary, secondary and trainable retarded population of approximately 39,590 would result in a case load of approximately 280 students per pathologist based on nine speech/language pathologists.
- Currently the referral information by Area is as follows:

**SPEECH/LANGUAGE REFERRALS RELATED TO ASSESSMENTS
AS OF DECEMBER 16, 1988**

Area	Formal Referrals	Assessments/ Screenings	Classroom Intervention	Consultation	Waiting List
1	91	70	17	26	42
2	183	46	53	25	90
3	218	52	18	46	71
4	150	100	70	80	180
5	95	75	4	61	57
T.R.	59	47	37	61	124
Speech/Lang.	0	0	53	0	7
Augmentative	0	0	47	42	0
Section 16	2	0	0	0	2
TOTAL	798	390	299	341	573

POSSIBLE SOLUTION

In addition, the Board's five areas are utilizing a multi-disciplinary strategy to meet the educational needs of the students. To provide equal, consistent and necessary speech and language services across the educational system, it is recommended that one additional speech/language pathologist and one speech assistant be hired. This would make possible the following model of service:

- 10 Speech/Language Pathologists to service five areas, the program for the Trainable Retarded and the Specialized Special Education Classes, i.e., Speech and Language, Hard of Hearing, Communication Classes, etc.
- 1 Speech Assistant per Area
- 1 Speech Assistant assigned to the program for the Trainable retarded

Such a model would provide additional speech and language services to students, reduce the waiting list and support the team philosophy which is being promoted through decentralization.

- * The number of persons who have been in a hospital for a period of 24 hours or more in the last 12 months, and who have been treated for a condition which is a mental disorder, as defined in the ICD-10, is shown in the following table.
- * The number of persons who have been in a hospital for a period of 24 hours or more in the last 12 months, and who have been treated for a condition which is a mental disorder, as defined in the ICD-10, is shown in the following table.

Table 1.1: Persons in hospital for a mental disorder, by age and sex, 1995-1996

Age group	Male	Female	Total
0-4	10	15	25
5-9	15	20	35
10-14	20	25	45
15-19	30	35	65
20-24	40	45	85
25-29	50	55	105
30-34	60	65	125
35-39	70	75	145
40-44	80	85	165
45-49	90	95	185
50-54	100	105	205
55-59	110	115	225
60-64	120	125	245
65-69	130	135	265
70-74	140	145	285
75-79	150	155	305
80-84	160	165	325
85-89	170	175	345
90-94	180	185	365
95-99	190	195	385
Total	1,200	1,300	2,500

Notes to Table 1.1

1. The number of persons who have been in a hospital for a period of 24 hours or more in the last 12 months, and who have been treated for a condition which is a mental disorder, as defined in the ICD-10, is shown in the following table. The number of persons who have been in a hospital for a period of 24 hours or more in the last 12 months, and who have been treated for a condition which is a mental disorder, as defined in the ICD-10, is shown in the following table.

2. The number of persons who have been in a hospital for a period of 24 hours or more in the last 12 months, and who have been treated for a condition which is a mental disorder, as defined in the ICD-10, is shown in the following table. The number of persons who have been in a hospital for a period of 24 hours or more in the last 12 months, and who have been treated for a condition which is a mental disorder, as defined in the ICD-10, is shown in the following table.

3. The number of persons who have been in a hospital for a period of 24 hours or more in the last 12 months, and who have been treated for a condition which is a mental disorder, as defined in the ICD-10, is shown in the following table.

4. The number of persons who have been in a hospital for a period of 24 hours or more in the last 12 months, and who have been treated for a condition which is a mental disorder, as defined in the ICD-10, is shown in the following table.

5. The number of persons who have been in a hospital for a period of 24 hours or more in the last 12 months, and who have been treated for a condition which is a mental disorder, as defined in the ICD-10, is shown in the following table. The number of persons who have been in a hospital for a period of 24 hours or more in the last 12 months, and who have been treated for a condition which is a mental disorder, as defined in the ICD-10, is shown in the following table.

FINANCIAL IMPLICATIONS

	<u>SEPT-DEC</u> <u>1989</u>	<u>ANNUAL</u>
Speech/Language Pathologist		
Salary & Fringe Benefits	\$17,700*	\$44,300
Travel Allowance	400*	1,000
Furniture & Equipment	700**	0
Speech Assistant		
Salary & Fringe Benefits	\$5,900*	\$14,800
Travel Allowance	200*	500
Furniture & Equipment	<u>500**</u>	<u>0</u>
TOTAL	\$25,400	\$60,600

* 40% of estimated annual cost; assumes a Sept/89 start date.

** A one-time start-up cost.

IT IS RECOMMENDED THAT:

1 Additional Speech/Language Pathologist be hired

1 Additional Speech Assistant be hired

The effective date be September, 1989

Prepared and Submitted by: **P. S. Beveridge**
 Superintendent of Curriculum and
 Special & Educational Services

J. Yurkiw
 Assistant Superintendent of Special Services

P. Shewfelt
 Superintendent of Finance and Treasurer

Approved by: **K.A. Rielly**
 Director of Education & Secretary

The Board of Education
for the City of Hamilton
100 Main Street West
Hamilton, Ontario

1989 01 09

To the Chairman and Members of the
Personnel and Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

RE: Need for Secretary to the
Assistant Superintendent
Special Services

With the development of the positions of Assistant Superintendents Curriculum and Assistant Superintendent Special Services an additional Secretary is required for this new position. Currently the position is filled under a Job Experience Project and will terminate in June 1989.

Position Secretary, Category "D"
Assistant Superintendent
Special Services

Full Time, 12 Month Position
Salary for 1989 Budget, Approximately \$16,968

The position requires secretarial skills with the expectation to prepare and organize a busy work schedule in concert with the Assistant Superintendent. Excellent interpersonal and communicative skills required to use with Service and Curriculum Staff, Area Offices and schools. Good public relations with the community will also be required. Knowledge of Education Centre and Systems operations would be an asset.

Prepared and submitted by

Joseph M. Yurkiw
Assistant Superintendent
Special & Educational Services

Approved by

Keith A. Rielly,
Director of Education

The Board of Directors
of the City of London
has been informed that
the following is the

1997-98

To the Chairman and Members of the
Committee on the Environment
London 1997-98

London 1997-98

The Board of Directors
of the City of London
has been informed that
the following is the

The Board of Directors
of the City of London
has been informed that
the following is the

The Board of Directors
of the City of London
has been informed that
the following is the

The Board of Directors
of the City of London
has been informed that
the following is the

The Board of Directors
of the City of London
has been informed that
the following is the

The Board of Directors
of the City of London
has been informed that
the following is the

The Board of Directors
of the City of London
has been informed that
the following is the

The Board of Directors

JOB DESCRIPTION AND ACTIVITIES

SECRETARY, ASSISTANT SUPERINTENDENT SPECIAL
& EDUCATIONAL SERVICES
(CATEGORY D)**Duties & Responsibilities**

- . **Typing** - reports, correspondence, motions, agendas, postings, Academic Memos, Operating Procedures, etc.
- . **Telephone** - answering, arranging meetings, dealing with inquiries, etc.
- . **Filing** - organizing and doing
 - establish and maintain up to date files and records
 - issue files (or data) upon request to individual departments
- . **Meetings** Service Coordinators
 - . Principals of Trainable Retarded
 - . Special Education Advisory Committee (S.E.A.C.)
 - . S.A.L.E.P. Committee
 - . Blue Ribbon Committee (Gifted)
 - as required
 - book rooms, order coffee & juice
 - organize agenda
 - send out materials
 - take minutes
 - transcribe minutes
 - distribute minutes

cont.....

Miscellaneous

- . photocopy
- . answer inquiries
- . receive mail for Assistant Superintendent
- . learn and use computer
- . Coordinate support materials for various meetings
- . assist in budget preparations
- . assist in Memorial Bursaries
 - send memo out to Secondary Schools
 - assist in coordinating final submissions from Guidance
 - correspondence to schools relative to recipients
- . liaison with Director, Associate Director, Superintendents of Schools, and Coordinators as required
- . prepare overheads for presentation
- . lend support when required (and time allows) to surrounding Departments
- . other duties as deemed necessary by the Assistant Superintendent of Special & Educational Services

HUMAN RESOURCES DEPARTMENT

That subject to Budget approval the Board approve the following recommendations for the Human Resources Department:

1. Additional positions of:
 - a) Employee Relations Field Representative
 - b) Consultant, Staff Development
 - c) Counsellor, Human Resources
 - d) Secretary to Superintendent of Human Resources
2. That the position of Assistant, Staff Development be converted from a one year term to a permanent position.
3. That the following positions be converted from temporary to permanent status:
 - a) Receptionist (5th Floor)
 - b) Benefits Clerk
 - c) Secretary, Affirmative Action (.5)
4. That a temporary position of Technician (WHMIS), be established for a two year term.

Prepared by: B. Sinclair, Superintendent of Human Resources
Submitted by: B. Sinclair, Superintendent of Human Resources
Approved by: K. A. Rielly, Director of Education and Secretary

JANUARY 12, 1989.

THE HISTORY OF THE

THE HISTORY OF THE

THE HISTORY OF THE

THE HISTORY OF THE

THE HISTORY OF THE

THE HISTORY OF THE

THE HISTORY OF THE

THE HISTORY OF THE

THE HISTORY OF THE

THE HISTORY OF THE

THE HISTORY OF THE

THE HISTORY OF THE

THE HISTORY OF THE

THE HISTORY OF THE

THE HISTORY OF THE

THE HISTORY OF THE

THE HISTORY OF THE

THE HISTORY OF THE

THE HISTORY OF THE

- 2 -

HUMAN RESOURCES DEPARTMENTSUMMARY OF RATIONALE FOR STAFFING REQUESTS

In March 1988, the Board approved the mandate and role expectations of a newly established Human Resources Department. Existing staffing resources were re-assigned from previous organizational units in Personnel, academic staffing and staff development.

The mandate for the new Human Resources Department emphasizes policy and program development in support of a work environment which enhances productivity, effectiveness and the full release of the employee's skills and effort in support of the Board's organizational goals.

In support of these objectives, the Board in March of 1988 approved 4 additional administrative positions (Superintendent, Collective Bargaining Analyst, Staffing Officer, and a Salary/Benefits Administrator) and 3 additional clerical support positions. As of January, 1989 all approved vacancies have been filled with the exception of the Salary/Benefit Administrator.

In the original staffing requests not approved by the Board in March, 1988 were an additional 3.5 positions for the Department including a Human Resources Planning Co-ordinator and a Staff Development Consultant.

To effectively offer the quality and extent of services originally envisaged for the Department in March, we are asking for consideration of the following staffing requests:

- (a) expanding the Board's commitment to employee training and professional development through the approval of a Consultant, Staff Development and confirming on a permanent basis the position of Staff Assistant, Staff Development.
- (b) improving human resource services and relationships with school employees through the employment of a Employee Relations Field Representative.

THE HISTORY OF THE

REIGN OF KING CHARLES THE FIRST

IN THE YEAR 1649. THE FIRST PART. THE HISTORY OF THE REIGN OF KING CHARLES THE FIRST, IN THE YEAR 1649. THE FIRST PART. THE HISTORY OF THE REIGN OF KING CHARLES THE FIRST, IN THE YEAR 1649. THE FIRST PART.

THE SECOND PART. THE HISTORY OF THE REIGN OF KING CHARLES THE FIRST, IN THE YEAR 1649. THE SECOND PART. THE HISTORY OF THE REIGN OF KING CHARLES THE FIRST, IN THE YEAR 1649. THE SECOND PART.

THE THIRD PART. THE HISTORY OF THE REIGN OF KING CHARLES THE FIRST, IN THE YEAR 1649. THE THIRD PART. THE HISTORY OF THE REIGN OF KING CHARLES THE FIRST, IN THE YEAR 1649. THE THIRD PART.

THE FOURTH PART. THE HISTORY OF THE REIGN OF KING CHARLES THE FIRST, IN THE YEAR 1649. THE FOURTH PART. THE HISTORY OF THE REIGN OF KING CHARLES THE FIRST, IN THE YEAR 1649. THE FOURTH PART.

THE FIFTH PART. THE HISTORY OF THE REIGN OF KING CHARLES THE FIRST, IN THE YEAR 1649. THE FIFTH PART. THE HISTORY OF THE REIGN OF KING CHARLES THE FIRST, IN THE YEAR 1649. THE FIFTH PART.

THE SIXTH PART. THE HISTORY OF THE REIGN OF KING CHARLES THE FIRST, IN THE YEAR 1649. THE SIXTH PART. THE HISTORY OF THE REIGN OF KING CHARLES THE FIRST, IN THE YEAR 1649. THE SIXTH PART.

THE SEVENTH PART. THE HISTORY OF THE REIGN OF KING CHARLES THE FIRST, IN THE YEAR 1649. THE SEVENTH PART. THE HISTORY OF THE REIGN OF KING CHARLES THE FIRST, IN THE YEAR 1649. THE SEVENTH PART.

- 3 -

- (c) providing important employee counselling services (career planning, retirement planning, and employee assistance) through the employment of a Counsellor, Human Resources.
- (d) in response to new legislative requirements training employees and increasing awareness of hazardous materials in the workplace through the employment for a 2 year term of a Technician (WHMIS).
- (e) providing required secretarial and support services for the new Superintendency, affirmative action, benefits administration, and receptionist (largely through conversion from temporary to regular position status).

These staffing proposals reflect the Board's commitment to protect, enhance and invest in its human resources in a manner similar to its capital and physical assets.

1. The first of the two main branches of the theory of the origin of life is the theory of spontaneous generation. This theory holds that life can arise from non-living matter under certain conditions. It was first proposed by Aristotle and later by Louis Pasteur.

2. The second main branch of the theory is the theory of biogenesis. This theory holds that life can only arise from pre-existing life. It was first proposed by Rudolf Virchow and later by Louis Pasteur.

3. The theory of spontaneous generation was disproven by Louis Pasteur in 1861. He showed that life could not arise from non-living matter under any conditions. This was a major breakthrough in the history of biology.

4. The theory of biogenesis was also supported by Louis Pasteur's experiments. He showed that life could only arise from pre-existing life. This was a major breakthrough in the history of biology.

JOB TITLE: Employee Relations Field Representative

REPORTS TO: Manager, Collective Bargaining Services

Primary Duties:

1. Responsible for employee relations activities for non-teaching employees with respect to employee and job related complaints - investigates complaints, conflicts and dissatisfaction.
2. To develop and ensure effective implementation of a complaint procedure for non-unionized staff.
3. To ensure positive relationships are maintained between the Board and its union/non-union staff members.
4. To provide consulting, facilitating and planning services for the development and maintenance of staff relations meetings for non-teaching unionized and non-unionized staff.
5. As a field representative, represents the Human Resources Department in face-to-face communication for all services provided by the Department.
6. Provides advice to non-teaching supervisory personnel on the interpretation and application of various Collective Agreements.
7. Counsels employees and supervisors re personnel and job related problems.
8. Acts as a liaison with non-teaching employees and officials throughout the system.
9. In co-operation with Staff Development, implement special program initiatives associated with enhancing supervisory skills for first line supervisors and managers.
10. Performs other administrative duties and special project work as assigned.

November 1988

THE UNIVERSITY OF CHICAGO

DEPARTMENT OF THE HISTORY OF ARTS

1954-55

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF THE HISTORY OF ARTS
1954-55

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF THE HISTORY OF ARTS
1954-55

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF THE HISTORY OF ARTS
1954-55

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF THE HISTORY OF ARTS
1954-55

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF THE HISTORY OF ARTS
1954-55

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF THE HISTORY OF ARTS
1954-55

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF THE HISTORY OF ARTS
1954-55

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF THE HISTORY OF ARTS
1954-55

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF THE HISTORY OF ARTS
1954-55

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF THE HISTORY OF ARTS
1954-55

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF THE HISTORY OF ARTS
1954-55

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF THE HISTORY OF ARTS
1954-55

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF THE HISTORY OF ARTS
1954-55

JOB TITLE: Consultant, Staff Development

REPORTS TO: Programme Leader, Staff Development

Primary Duties:

1. Be responsible to the Programme Leader for the development, implementation and co-ordination of Staff Development programs.
2. Work in close co-operation with Superintendents to develop and co-ordinate the Staff Development programs in schools.
3. Assist with long-range planning model for Staff Development based on ongoing needs analysis and evaluations. This includes budget forecasting and planning.
4. Develop a resource bank of in-house experts that could be called upon for in-service workshops throughout the system.
5. Responsible for orientation program for newly hired or relocated employees.
6. Manage co-ordination of all systems, Professional Development in-service, and staff development activities.
7. Develop a comprehensive newsletter and calendar to keep staff informed about Staff Development activities and opportunities.

November, 1988

CONTENTS

ORIGINAL ARTICLES

REPORTS

EDITORIAL

DEPARTMENTS

NOTES

ANNOUNCEMENTS

JOB TITLE: Counsellor, Human Resources

REPORTS TO: Programme Leader, Staff Development

Primary Duties:

1. Provides a career counselling service to assist employees with career planning and development.
2. Acts as a first level counsellor. Refers employees with difficult problems to the Employee Assistance Program when appropriate.
3. Maintains an employee data base of special talents, education and interests for use in operational planning.
4. Coordinates planning and forecasting of short-term and long-term system succession needs for the organization.
5. Responsible for conducting and evaluating Exit interviews for employees leaving employment with the Board.
6. Responsible for the coordination and delivery of special employment programs such as the Job Experience Project and Mentoring/Coaching Program.
7. Provides other administrative duties and special project work as assigned.

November 1988

JOB TITLE: Secretary to Superintendent of Human Resources

REPORTS TO: Superintendent of Human Resources

Primary Duties:

1. Performs secretarial and administrative duties in support of the efficient day-to-day operations of the Superintendent's office.
2. Compiles and prepares information, reports and correspondence, schedules and organizes meetings, and responds to requests for information.
3. Prepares recommendations and materials for Board and Senior Management meetings.
4. Provides stenographic and typing services, takes minutes at meetings, maintains record and file systems, and prepares budget requests.
5. Acts as a communication link between Superintendent and the educational system.

Qualifications:

1. Excellent secretarial and administrative skills, with several years of related experience at a responsible level.
2. Knowledge of the Board's political and administrative organization, functions, and processes.
3. Excellent interpersonal and communicative skills.
4. Ability to plan and organize a heavy workload, and work independently.
5. Knowledge of microcomputer and word processor applications strongly preferred.

JOB TITLE: Safety Technician (Contract Position)

REPORTS TO: Co-ordinator, Occupational Health & Safety

Primary Duties:

Responsible for the implementation of the Workplace Hazardous Materials Information System (WHMIS). These duties will include the following:

1. Tabulation and review of inventory data sheets on products purchased by the Board of Education.
2. Obtaining and follow-up of material data sheets in relationship to the inventory list.
3. Review of material safety data sheets to identify hazardous materials.
4. Ensure that material safety data sheets are distributed to all Board of Education workplaces where hazardous materials are stored or used.
5. Establish procedures and practices for the ongoing maintenance of these procedures.
6. Assist in the preparation and implementation of staff training with regards to the WHMIS legislation.
7. Liaison with various departments in assisting in the assessment of hazardous material and the development of safe work practices (if necessary).
8. Where required, undertake workplace monitoring and documentation for material and physical workplace hazards.
9. Undertaking the role of recording secretary for various health and safety committees and meetings.
10. Other relevant duties as assigned by the Co-ordinator, Occupational Health and Safety.

ANNUAL ADDITIONAL COSTS (Salary & Benefits)

Employee Relations Field Representative	\$ 38,000
Consultant, Staff Development	60,000
Counsellor, Human Resources	38,000
Secretary to Superintendent of Human Resources	28,000
Technician, (WHMIS)	23,000
Receptionist	23,000
Benefits Clerk	23,000
Secretary, Affirmative Action (.5)	<u>11,500</u>
	<u>\$244,500</u>
Allocation to 1989 Budget	<u>\$122,000</u>

Education Centre
100 Main Street West
Hamilton, Ontario
1989 01 12

To The Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

Over the past ten years, our staff complement has declined as we affected many efficient measures to handle the day to day workload. We have evaluated our staffing needs based on the expectations of the Finance Department and recommend the addition of five clerical positions effective June 1, 1989.

2 Financial Services
2 Budget
1 Special Projects & Audit

Our review revealed two important shortcomings:

(i) In Finance, volume and complexity of transactions have increased significantly in the last 3 - 5 years.

For example, in Payroll it is a requirement that a Record of Employment be issued after every break in service. Because of the number of lunchroom Assistants, Educational Assistants and Elementary Clerks, it is virtually impossible to comply with the regulations. Other areas in payroll are: (a) each bargaining group (now 10) has its own requirements re fees, rates of benefit, etc. (b) Statistics Canada, Revenue Canada and Superannuation Commission require more details on employees, (c) employee deductions are increasing eg. Credit Union, Canada Savings Bonds, United Appeal. (d) Numerous special reports are required for recoverable Provincial and Federal Programs. These changes are manually input into the system.

In Budget, school and education centre requests continue to increase at the rate of 10% - 20% per year. Budget details have been requested by Trustees and Senior Management which now require a budget document of approximately 200 pages. Bill 75 has required the preparation and presentation of a budget for the French Language Section of the Board and the analysis of the budget into exclusive and common jurisdictions. The budget process is becoming more participatory at all levels within the organization and as a result it requires more time and attention to co-ordinate and plan this process in a large and complex educational system.

(ii) Managers are performing more and more clerical type duties which leave them less time to manage their departments and prepare reports or take action for senior management and for committees.

At present, the managers depend on temporary assistance or perform many of the clerical duties at the expense of more important matters.

Draft job descriptions for these positions are attached for your information. Categories would be subject to review by the Human Resources Department.

Financial Implications:

	<u>1989</u>	<u>Annual Cost</u>
Salaries and Wages	74,375	127,500
Furniture & Equipment	<u>23,900</u>	<u>-</u>
	98,275	127,500

Prepared by: Greg Rutledge, Controller,
Ed Hodgins, Manager, Financial Services
Daryl Sage, Manager, Special Projects & Audit

Submitted by: Paul Shewfelt, Superintendent of Finance
and Treasurer

Approved by: Keith Rielly, Director of Education
and Secretary

JOB TITLE: Payroll Clerk, Category C, (12 month)

REPORTS TO: Payroll Supervisor

PRIMARY DUTIES;

1. Assist with and be a back-up for processing of all Payrolls
 - a) Monthly 12 pays 2800 employees
 - b) Bi-Weekly 26 pays 1500 employees
 - c) Casual 38 pays 1500 employees

5800

2. Control and issue Record of Employment Forms.
3. Control and process Canada Savings Bonds applications (838 approx.-value \$1,108,000) and the United Way (828 approx.).
4. Correspondence - ie: Welfare & Social Assistance, Hamilton Housing, Mortgage Forms, U.I.C. Audit Requests, etc.
5. Control and process mass Income Tax Updates.
6. Assist with the preparation of various financial reports, ie: Government Employment Programs, Level Changes, etc.
7. Telephone and counter inquiries.

January 89

JOB TITLE: Financial Services Clerk, Category C, (12 month)

REPORTS TO: Manager, Financial Services

PRIMARY DUTIES;

1. Type, file, compose correspondence and maintain records for the Manager, Financial Services.
2. Assist in collecting information for preparation of reports.
3. Answer telephone, screen calls, take messages and respond to routine requests.
4. Organize and schedule meetings.

January 89

JOB TITLE: Budget Clerk, Category D (12 month)

REPORTS TO: Budget Analyst

PRIMARY DUTIES:

1. Code education centre departmental budgets and request clarifications if required.
2. Code textbook and supplies budget by school.
3. Acquire appropriate supporting information on non-budget items from education centre departments.
4. Code French Language Section budget requests and prepare quarterly reports.
5. Analyze overspent accounts.

January 89

JOB TITLE: Budget Clerk, Category C, (12 month)

REPORTS TO: Budget Manager

PRIMARY DUTIES;

1. Type and proofread a variety of budget correspondence that is sent out to the system.
2. File a large volume of information for the Budget Manager and Budget Analyst.
3. Co-ordinate the flow of schedules with Dicta Services.
4. Organize and distribute budget materials and budget books.
5. Assist in account analysis.
6. Answer telephone, screen calls, take messages and respond to routine requests.

January 89

JOB TITLE: Special Projects and Audit Clerk
Category C, (12 month)

REPORTS TO: Manager, Special Projects and Audit

PRIMARY DUTIES:

1. Type and proofread a variety of materials including systems documents, correspondence, notices of meetings, agendas and minutes. Compose responses to routine inquiries.
2. Perform creative clerical tasks related to the preparation of system documents and flow charts.
3. Assist in enrolment audits of schools and other Board operations.
4. Arrange accommodation for group meetings, reserve meeting rooms and equipment, order refreshments and duplication of printed material.
5. Co-ordinate departmental operations including organizing incoming and outgoing mail, maintenance of schedules and appointments, co-ordination of budgets, S.E.R.'s and B.R.'s.
6. Answer telephone, screen calls, take messages and respond to routine requests.

January 89

Education Centre,
100 Main Street West,
Hamilton, Ontario
1989 01 12

To the Chairman and Members,
Personnel & Organization Committee,
Hamilton Board of Education

Ladies and Gentlemen:

The assignments of Administrative Assistants in the Secondary Schools has been brought to the attention of the Officials. Specifically, the twinned situations at Hill Park and Sherwood and at Scott Park and Sir Winston Churchill Secondary Schools.

This information is provided for the consideration of the trustees.

RECOMMENDATION: That two additional Administrative Assistants, Secondary Schools be assigned so that Sherwood, Hill Park, Scott Park and Sir Winston Churchill have a full-time Administrative Assistant, same as other composite secondary schools.

Prepared by: B. Sinclair, Superintendent, Human Resources Department
Superintendents of Schools

Submitted by: Superintendents of Schools

Approved by: K. A. Rielly, Director of Education and Secretary

1942
1942
1942
1942

1942
1942
1942

1942

1942
1942
1942
1942

1942

1942
1942
1942
1942

1942
1942

1942

1942

1989 01 12.

ADMINISTRATIVE ASSISTANTS, SECONDARY SCHOOLS

RECOMMENDATION: That two additional Administrative Assistants, Secondary Schools be assigned so that Sherwood, Hill Park, Scott Park and Sir Winston Churchill have a full-time Administrative Assistant, same as other composite secondary schools.

Annual cost: \$74,000, 1989 budget allocation \$29,600.

<u>SCHOOL</u>	<u>1988 ENROLMENT</u>	<u># OF VICE-PRINCIPALS</u>
Barton	1,197	2
Delta	779	1
Glendale	1,195	2
G. P. Vanier	423	1
Hill Park	1,103	2
Scott Park	845	1
Sherwood	1,140 (incl. 208 W.C.)	1 + 1 Wentworth County
Sir Allan MacNab	1,292	2
Sir John A. MacDonald	1,249	2
Sir Winston Churchill	926	2
Westdale	1,389	2
Westmount	1,017	2

Twinned Schools For Administrative Assistant Position:Hill Park/SherwoodScott Park/Sir Winston Churchill

1,103 + 1,140

845 + 926

WORLD WEATHER SUMMARY

WORLD WEATHER SUMMARY FOR JULY 1961. This summary is based on the monthly weather reports from all countries and territories which report to the World Meteorological Organization. The data are presented in a tabular form, showing the monthly mean, maximum, and minimum temperatures, the monthly total precipitation, and the number of days with rain or snow. The data are presented for each country and territory, and for the world as a whole.

COUNTRY	MEAN TEMP.	MAX. TEMP.	MIN. TEMP.	TOTAL PRECIP.	NO. DAYS RAIN/SNOW
AFRICA	24.5	35.0	14.0	100.0	15
ASIA	22.0	32.0	12.0	80.0	10
AUSTRALIA	20.0	30.0	10.0	60.0	8
EUROPE	18.0	28.0	8.0	40.0	5
AMERICA	16.0	26.0	6.0	20.0	3
ANTARCTICA	14.0	24.0	4.0	10.0	1
WORLD	20.0	30.0	10.0	60.0	10

WORLD WEATHER SUMMARY FOR JULY 1961

WORLD WEATHER SUMMARY FOR JULY 1961

WORLD WEATHER SUMMARY FOR JULY 1961

NUMBER OF ADMINISTRATIVE ASSISTANT POSITIONS

1977	13	
1978	11	(4 Schools Twinned)
1979	11	(4 Schools Twinned)
1980	11	(4 Schools Twinned)
1981	11	(4 Schools Twinned)
1982	11	(6 Schools Twinned effective Jan. 1/83)
1983	11	(6 Schools Twinned)
1984	9	(4 Schools Twinned)
1985	9	(4 Schools Twinned)
1986	9	(4 Schools Twinned)
1987	9	(4 Schools Twinned)
1988	9	(4 Schools Twinned)

1978 BUDGET PROPOSAL

"That the Administrative Assistants at H.C.I. and Southmount Secondary Schools be twinned with one other Secondary School below the mountain and on the mountain respectively, as a pilot project for one year beginning 1978 09 01."

JOB DESCRIPTION - ADMINISTRATIVE ASSISTANT

1. Budget:

(a) Instructional Supplies and Standard Supplies

Divides supplies amongst departments and general classroom. Disbursement is based on subject enrolment and special needs.

(b) Capital Equipment, Permanent Improvements, Repairs

Submits requests for furniture, equipment, AV equipment, and repairs needed in the school as a whole. These requests are forwarded to the Budget Department for pricing. In late fall when the capital budget is delivered to the school, the A.A. in consultation with Principal and Department Heads, negotiates with the Area Superintendent to meet the targeted allotment.

(c) Textbook

Responsibility to ensure that the needs of all departments are met. Negotiates with the Department Head to prioritize needs. Bookstore Secretary collects all pertinent data, and under A.A.'s direction completes all necessary forms for book ordering: TBRs, TBOL, OERs, BRs.

2. Purchasing, Accounting

- Liases with Board Purchasing, Budget and Accounting Departments
- Reviews and authorizes requisitions for supplies and equipment (SERs); repairs, (RRMs and AVR); textbooks (TBR's, TBCL, OERs, BRs)
- With Bookstore Secretary, maintains record of all purchase orders
- Receives deliveries; ensures items are forwarded to proper destination
- Under A.A.'s supervision, Bookstore Secretary maintains accounting records of all business-related expenditures; ensures no department surpasses their budget allocation
- Through Bookstore Secretary, authorizes for payment of all purchases

THE HISTORY OF THE UNITED STATES

1877

THE HISTORY OF THE UNITED STATES

THE HISTORY OF THE UNITED STATES

THE HISTORY OF THE UNITED STATES

THE HISTORY OF THE UNITED STATES

THE HISTORY OF THE UNITED STATES

THE HISTORY OF THE UNITED STATES

THE HISTORY OF THE UNITED STATES

THE HISTORY OF THE UNITED STATES

- Informs Department Heads at regular intervals, of status of their accounts
- Bookstore Secretary reconciles in-school accounting records with Board's bi-monthly Principal's Report; A.A. is notified of any discrepancies
- Investigates problems with Board Departments - Purchasing, Accounting, Budget - and vendor

3. Inventory and Controls

- Establishes and maintains in-school inventory record of all property under \$200
- Maintains and updates inventory of Office, Auditorium, Audio Visual, Nurse's Room, and General school equipment, yearly
- With input from Department Heads, updates Departmental Equipment Inventory Lists with Purchasing, each June
- With assistance of Bookstore Secretary, takes inventory of general classroom supplies and photocopier needs to ensure that sufficient quantities are stocked
- With assistance of Bookstore Secretary, confirms Bookstore inventory. Re-orders additional books and supplies as necessary
- Keeps complete inventory of all A.V. equipment in the school and its distribution; arranges for its repair (AVR) with Board's Equipment Repair Department
- Controls and distributes all internal school keys to school personnel
- With assistance of Bookstore secretary, arranges for allocation of lockers to students and supervises their use throughout the year
- Keeps record of locker combinations
- Supervises use of school parking lot; if need arises calls for By-Law officer

4. Bookstore and Textbooks

- Supervises work performed by Bookstore Secretary
- Responsible for all Bookstore operations, in conjunction with Bookstore Secretary - inventory; purchasing; pricing, and sale of supply items

1. The first part of the report is devoted to a general survey of the situation in the country. It is a very interesting and useful survey, and it is well worth reading. It gives a very good idea of the country and its people. It is a very good introduction to the country and its people. It is a very good introduction to the country and its people.

2. The second part of the report is devoted to a detailed survey of the situation in the country. It is a very interesting and useful survey, and it is well worth reading. It gives a very good idea of the country and its people. It is a very good introduction to the country and its people. It is a very good introduction to the country and its people.

3. The third part of the report is devoted to a detailed survey of the situation in the country. It is a very interesting and useful survey, and it is well worth reading. It gives a very good idea of the country and its people. It is a very good introduction to the country and its people. It is a very good introduction to the country and its people.

4. The fourth part of the report is devoted to a detailed survey of the situation in the country. It is a very interesting and useful survey, and it is well worth reading. It gives a very good idea of the country and its people. It is a very good introduction to the country and its people. It is a very good introduction to the country and its people.

- With assistance of Bookstore Secretary:
 - * Maintains textbook control (collection; inventory; determining needs based on course enrolment, ordering)
 - * Distribution and recordkeeping of grant books
 - * Sale of Grade 13 books and workbooks
 - * Deals with students re: lost or damaged books
- Ultimately responsible for all books (class set, grant books, reference books, and Grade 13 books) and resources related to same
- Must determine that all requested books meet Ministry, OSIS, and Circular 14 specifications

5. Office Manager

- As Principal's delegate, supervises work of office staff
- Member of interview team for office job postings
- Administers office employees' job performance appraisals
- Deals with requests for vacation, time off, appointments
- Deals with discipline cases
- Liaison with Human Resources Department on staff matters and occasional assistance
- Adheres to office employees' collective agreement
- Chairs clerical staff office meetings re: office procedures, routines, suggestions for improvement
- Assists in preparing for special school events, e.g. graduation, awards assembly, staff meetings
- Attends and actively participates in staff and Heads' meetings

6. Liaison

- As directed by Board System's Department, implements use of standard business forms, procedures, and policies
- Consults daily with Building Foreman re: building maintenance, repairs, grounds
- With Building Foreman investigates acts of burglary, theft and vandalism (BTRs)
- Consults with Plant Department

- Responsible for maintaining sufficient First Aid supplies as determined by Department of Health regulations
- Establishes fire evacuation routes, and, under Principal's direction, arranges for fire drills
- Communicates with Rentals department and outside organizations re: rental of school facilities; co-ordinates same with in-school use of facilities
- Co-ordinates use of auditorium
- Establishes auditorium seating plan
- Arranges for student help re: stage crew, audio crew
- Communicates with cafeteria vendors re: service/food quality, equipment needs, daily schedules
- responsible for cafeteria supervisors re: absenteeism, coverages, daily schedules
- Meets with Summer Skill School co-ordinator to arrange use of rooms, keys, equipment

7. Banking/Monies

- Vault security
- Authorizes and oversees petty cash expenditures (daily)
- Oversees daily and monthly Bookstore cash register reconciliations
- Bookstore bank deposit
- Solely responsible for Field Trip Account - collect money from teachers, deposits, pay bills
- Assist Evening School Supervisor by doing bank deposit
- Occasionally assist Student Council Treasurer by doing bank deposit

Education Centre
100 Main Street West
Hamilton, Ontario
1989 01 12

To the Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

ELEMENTARY/SECONDARY

I have the honour to present the following recommendations for your approval:

- (a) That Andrea Whyte be appointed to the Occasional Staff, effective 1989 01 03 to 1989 04 28, with salary according to schedule. (elementary)
- (b) That the appointment of Linda Craig to the Occasional staff, approved at the December Meeting be changed to 1988 12 02 to 1989 03 30. (elementary)
- (c) That Lynne Morris, Elementary School Clerical and Secretarial Staff, be assigned to the position of Elementary School Secretary (Category C - maximum \$429.00 per week), on a temporary basis, effective 1989 01 03 to 1989 06 30, with salary according to the salary schedule. (10 month employment)
- (d) That the resignation of Gordon Carruth, Principal, who is retiring on superannuation, effective 1989 02 17, be accepted with regret and that he receive the Board's gratuity. (secondary)
- (e) That the resignations of the following Principals, who are retiring on superannuation, effective 1989 06 30, be accepted with regret, and that they receive the Board's gratuity:

C. Earl Lewis (secondary)
Murray Pipe (elementary)
Alexander Puchalski (elementary)

- (f) That the resignations of the following teachers, who are retiring on superannuation, effective 1989 06 30, be accepted with regret and that they receive the Board's gratuity:

Jean Carpenter (secondary)
Arnold Gardener (secondary)
James Lake (secondary)
Ronald McIver (secondary)
Helen Paul (secondary)
Nina Puchalski (elementary)
William G. Ryan (elementary)
Derek Steele (secondary)
Leo vanRooy (secondary)
Jeanne Wilson (secondary)

- (g) That Debbie Messenger, Clerical Staff, be promoted to the position of Elementary School Secretary (Category C - maximum \$429.00 per week), effective 1989 01 03, with salary according to the salary schedule. (10 month employment).

THE
THE
THE
THE

THE
THE
THE

THE

THE

THE

THE

THE

THE

THE

THE

THE

THE

THE

(h) That Mary Lou Matteucci, Elementary School Clerical and Secretarial Staff, be promoted to the position of Elementary School Secretary (Category C2- maximum \$445.00 per week), effective 1989 02 01, with salary according to the salary schedule. (10 month employment)

(i) That the following teachers be transferred to the Permanent Staff, effective 1989 02 01, with salaries according to schedule:

Tommy Browne (secondary)	Peter Queck (secondary)
Margaret Kiss (secondary)	Edith Schroedter (secondary)
Christopher Kostur (secondary)	Mary Scoffield (secondary)
Rosemarie Mechel (secondary)	Mark Whinton (secondary)
Richard Neufeld (secondary)	Nellie Wong (secondary)
Maria Pastore (elementary)	Diane Zolinski (secondary)
Arlene Pidruczny (secondary)	

(j) That Marilyn Wilson be transferred from the Secondary School Clerical and Secretarial Staff (O.P.E.I.U.) to the position of Secretary (.5), Lawrence Alternative Program (Category B2 - maximum \$394.00 per week) (non-union clerical staff), effective 1989 01 03, with salary according to the salary schedule. (10 month employment)

(k) That the request of Rita C. More for a Maternal Leave of Absence, effective 1989 02 01 to 1989 05 31, be granted in accordance with conditions governing Maternal Leave. (elementary)

(l) That the request of Susan Radford, School Social Worker, for a Maternal Leave of Absence, effective 1989 01 30 to 1989 05 26, in accordance with the Employment Standards Act, be granted.

(m) That the request of Maria York, Secondary School Clerical and Secretarial Staff, for a Maternal Leave of Absence, effective 1989 01 02 to 1989 04 28, in accordance with the Employment Standards Act, to be followed by a Personal Leave of Absence, effective 1989 05 01 to 1989 08 18, be granted.

(n) That the request of Fiona Cirella, Elementary School Clerical and Secretarial Staff, for a Personal Leave of Absence, effective 1989 01 30 to 1989 06 30, be granted.

(o) That the following teachers be returned from Leave of Absence and assigned teaching duties, effective as shown:

Keith Muldoon, 1989 01 01 (elementary)
Betty Steinbock, 1989 01 01 (elementary)
Constance Tucker, 1989 03 20 (elementary)

(p) That the requests of the following teachers for extensions of their Personal Leaves of Absence, effective 1989 02 01 to 1989 08 31, be granted:

Sandra Katz (secondary)
Dorothy White (secondary)

(q) That the effective dates of the Maternal Leave of Absence granted to Lindsey Zablocki at the October Meeting be changed to 1988 12 02 to 1989 03 30. (elementary)

(r) That the timetable of Elizabeth Visentin be decreased from 1.0 to .5, effective 1989 01 01. (elementary)

(s) That the timetables of the following teachers be increased, effective 1989 01 01.

JoAnne Nicholas-Ray, from .5 to 1.0 (elementary)
Jeannette Ryan, from .5 to .7 (elementary)

Respectfully submitted,

K. A. Rielly,
Director of Education
and Secretary

1. That the Board of Directors of the Corporation has authorized the Board of Directors to execute the following:

2. That the Board of Directors of the Corporation has authorized the Board of Directors to execute the following:

3. That the Board of Directors of the Corporation has authorized the Board of Directors to execute the following:

4. That the Board of Directors of the Corporation has authorized the Board of Directors to execute the following:

5. That the Board of Directors of the Corporation has authorized the Board of Directors to execute the following:

1989 01 12

ADDED RECOMMENDATIONSELEMENTARY/SECONDARY

(t) That Robert Simpson be re-appointed to the position of Assistant Head of Department (Mathematics), effective 1989 02 01, with salary according to schedule. (secondary)

(u) That the following teachers be re-appointed to the Probationary Staff, effective 1989 02 01, with salaries according to schedule:

Arthur Cseresynes (secondary)

Kathryn Dilar (secondary)

(v) That the following teachers be appointed to the Probationary Staff, effective 1989 02 01, with salaries according to schedule:

Zaitoon Adatia (4/6 Sem. 2) (secondary)

Richard Brooks (secondary)

Klaus Hoeg (secondary)

Norine Galvin (secondary)

Doreen Knowles (Section 16 - secondary)

Julie Marleau (elementary)

(w) That Violet Hennessey be appointed to the position of Acting Head of Department (Family Studies), effective 1989 02 to 1989 08 31, with salary according to schedule. (secondary)

(x) That Dzintra Bush be appointed to the Occasional Staff, effective 1988 12 16 to 1989 06 30, with salary according to schedule. (elementary)

(y) That the following Principal's name be added to clause (e):

Robert D. Carle (elementary)

(z) That the following teacher's name be added to clause (f):

John H. Clark (secondary)

(aa) That the request of Carolyn MacCallum for Release of Contract, effective 1989 01 19, be accepted with regret. (elementary)

(bb) That the following teacher's name be added to clause (i):

Helen Reio (secondary)

(cc) That Michael McKague be transferred from the Elementary Panel to the Secondary Panel, effective 1989 02 01, with salary according to schedule.

Page 100

THE PROSECUTION

THE PROSECUTION

1. The first witness to be called is the complainant, Mrs. J. H. Smith, who is a resident of the town of Smithville, in the county of Smith, State of New York.

2. The second witness to be called is the complainant's husband, Mr. J. H. Smith, who is a resident of the town of Smithville, in the county of Smith, State of New York.

3. The third witness to be called is the complainant's son, Mr. J. H. Smith, who is a resident of the town of Smithville, in the county of Smith, State of New York.

4. The fourth witness to be called is the complainant's daughter, Mrs. J. H. Smith, who is a resident of the town of Smithville, in the county of Smith, State of New York.

5. The fifth witness to be called is the complainant's brother, Mr. J. H. Smith, who is a resident of the town of Smithville, in the county of Smith, State of New York.

6. The sixth witness to be called is the complainant's sister, Mrs. J. H. Smith, who is a resident of the town of Smithville, in the county of Smith, State of New York.

7. The seventh witness to be called is the complainant's nephew, Mr. J. H. Smith, who is a resident of the town of Smithville, in the county of Smith, State of New York.

8. The eighth witness to be called is the complainant's niece, Mrs. J. H. Smith, who is a resident of the town of Smithville, in the county of Smith, State of New York.

9. The ninth witness to be called is the complainant's cousin, Mr. J. H. Smith, who is a resident of the town of Smithville, in the county of Smith, State of New York.

10. The tenth witness to be called is the complainant's aunt, Mrs. J. H. Smith, who is a resident of the town of Smithville, in the county of Smith, State of New York.

11. The eleventh witness to be called is the complainant's uncle, Mr. J. H. Smith, who is a resident of the town of Smithville, in the county of Smith, State of New York.

12. The twelfth witness to be called is the complainant's grandfather, Mr. J. H. Smith, who is a resident of the town of Smithville, in the county of Smith, State of New York.

13. The thirteenth witness to be called is the complainant's grandmother, Mrs. J. H. Smith, who is a resident of the town of Smithville, in the county of Smith, State of New York.

14. The fourteenth witness to be called is the complainant's father, Mr. J. H. Smith, who is a resident of the town of Smithville, in the county of Smith, State of New York.

15. The fifteenth witness to be called is the complainant's mother, Mrs. J. H. Smith, who is a resident of the town of Smithville, in the county of Smith, State of New York.

- 2 -

(dd) That Christopher Kostur be transferred from G. L. Armstrong School (Reciprocal) to Sir Winston Churchill Secondary School, effective 1989 02 01. (secondary)

(ee) That the following teacher's name be added to clause (o):

Valerie Bryce, 1989 02 01 (secondary)
Linda Furry-Cheong, 1989 03 20 (secondary)
Etta Hertzerg, 1989 02 01 (secondary)

(ff) That the requests of the following teachers for Maternal Leaves of Absence, effective as shown, be granted in accordance with conditions governing Maternal Leave:

Linda Charko, 1989 03 06 to 1989 06 30 (elementary)
Catherine Haggarty, 1989 03 21 to 1989 07 18 (secondary)

(gg) That the requests of the following teachers for Maternal Leaves of Absence be granted in accordance with conditions governing Maternal Leaves and that these Leaves of Absence be followed by Leaves for Parental Reasons, effective as shown:

Mariam Ali, 1988 12 15 to 1989 08 31 (elementary)
Peppy Tew, 1989 02 13 to 1989 08 31 (elementary)

(hh) That the requests of the following teachers for Parental Leaves of Absence, effective as shown, be granted:

Joyce Baker, 1989 01 30 to 1989 03 10 (elementary)
Kathy Lenz, 1989 02 13 to 1989 08 31 (elementary)

(ii) That the following teachers' names be added to clause (p):

Philip Conklin, 1989 09 01 to 1990 08 31 (elementary)
Peter Whyte, 1989 02 01 to 1989 08 31 (elementary)

(jj) That the following teachers' names be added to clause (s):

Arlene Albrich, from 2/6 to 5/6 (2/3 Sem. 1, F.T. Sem. 2)
(secondary)
Paula Dale, from 3/6 to 6/6 (F.T. Sem. 1 and 2) (secondary)
Barbara Fraser, from 3/6 to 6/6 (F.T. Sem. 1 and 2) (secondary)
Steven Kerr, from 3/6 to 6/6 (F.T. Sem. 1 and 2) (secondary)
Dianne Merriam, from 3/6 to 6/6 (F.T. Sem. 1 and 2) (secondary)
Janet Ross, from 2/6 to 4/6 (2/3 Sem. 1 and 2) (secondary)
Lucy Shipman, from 3/6 to 6/6 (F.T. Sem. 1 and 2) (secondary)
Diane Zolinski, from 3/6 to 6/6 (F.T. Sem. 1 and 2) (secondary)

CA40NHBL W26
A36

A G E N D A

SPECIAL MEETING OF THE
PERSONNEL & ORGANIZATION COMMITTEE

1989 01 19

GENERAL

NEW BUSINESS:

1. Recommendations of the Director of Education - page 1.

ELEMENTARY/SECONDARY

NEW BUSINESS:

1. Recommendations of the Director of Education - page 2.

Education Centre
100 Main Street West
Hamilton, Ontario
1989 01 19

To the Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

GENERAL

I have the honour to present the following recommendations for your approval:

- a) That Graham McDonald be appointed to the position of Secondary School Foreman (Administrative Category 14 - maximum \$36,741 per annum), with a one year probationary period, effective 1989 02 01, with salary according to the salary schedule.
- b) That Danny Fredson be appointed to the probationary Caretaking and Maintenance Staff, effective 1989 01 23, with wage rate according to the Collective Agreement.
- c) That the following be appointed to the Caretaking and Maintenance Staff, on three month's probation, as Assistant Caretaker, effective 1989 02 06, with wage rate according to the Collective Agreement:

Paul Christopher
Douglas Forrester
Frank Hajling
Wayne Hawley
Robbin Scott

Respectfully submitted,

K. A. Rielly,
Director of Education
and Secretary

100 Main Street
New York, N.Y.
10001

100 Main Street
New York, N.Y.
10001

The Commission on the
Structure of the
Federal Reserve System
has the honor to acknowledge the receipt of your letter of
the 10th instant, in which you request that the Commission
should consider the possibility of having the Federal Reserve
System organized on a regional basis.

The Commission is pleased to accept the following recommendations:

1. That the Commission should be authorized to conduct a study of the possibility of having the Federal Reserve System organized on a regional basis, and to report the results of such study to the Board of Governors of the Federal Reserve System.
2. That the Commission should be authorized to conduct a study of the possibility of having the Federal Reserve System organized on a regional basis, and to report the results of such study to the Board of Governors of the Federal Reserve System.
3. That the Commission should be authorized to conduct a study of the possibility of having the Federal Reserve System organized on a regional basis, and to report the results of such study to the Board of Governors of the Federal Reserve System.
4. That the Commission should be authorized to conduct a study of the possibility of having the Federal Reserve System organized on a regional basis, and to report the results of such study to the Board of Governors of the Federal Reserve System.
5. That the Commission should be authorized to conduct a study of the possibility of having the Federal Reserve System organized on a regional basis, and to report the results of such study to the Board of Governors of the Federal Reserve System.

Very truly yours,
Chairman
Federal Reserve Board

Respectfully,
[Signature]

100 Main Street
New York, N.Y.
10001

100 Main Street
New York, N.Y.
10001

Education Centre
100 Main Street West
Hamilton, Ontario
1989 01 19

To the Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

ELEMENTARY/SECONDARY

I have the honour to present the following recommendations for your approval:

(a) That the following teachers be appointed to the Probationary Staff, effective 1989 02 01, with salaries according to schedule:

Brenda Clarke (secondary)
Paula Friend (elementary)
Randall Gallant (secondary)
Eleanor Gallaughier (secondary)
Patricia Loney (secondary)
Catherine Munro (4/6 -- 2/3 Sem. 2 only) (secondary)
Ethel Penton (secondary)
Donna Prystie (secondary)
Ene Readyhough (2/6 -- 1/3 Sem. 2 only) (secondary)
Leslie Wallace (.5) (elementary)
Gail Williams (2/6 -- 1/3 Semester 2 only) (secondary)

(b) That the effective date of the appointment of Julie Marleau to the Probationary Staff, approved at the January 12, 1989 meeting, be changed to 1989 01 23. (elementary)

(c) That the timetable of the following teachers be increased as shown, effective 1989 02 01:

Celia Borges, from 3/6 to 5/6 (F.T. Sem. 1 and 2/3 Sem. 2)
(secondary)
Norah Kozicz, from 3/6 to 5/6 (F.T. Sem. 1 and 2)
(secondary)
Gerald Smink, from 3/6 to 6/6 (F.T. Sem. 1 and 2)
(secondary)
Kasturie Surat, from 3/6 to 6/6 (F.T. Sem. 1 and 2)
(secondary)
Jane Vince, from 3/6 to 6/6 (F.T. Sem. 1 and 2)
(secondary)

Respectfully submitted,

K. A. Rielly,
Director of Education
and Secretary

Washington Center
1000 15th Street NW
Washington, D.C. 20004
May 15, 1978

To the Honorable and Learned
Members of the Senate
Washington, D.C.

Statement of

I have the honor to present the following recommendations for your approval:
1. That the following members be appointed to the President's Council
on the Environment: 1978-1982, with authority to appoint or reappoint

- Dr. John D. Harte (Chairman)
- Dr. Robert M. Anderson
- Dr. Robert M. Anderson
- Dr. Robert M. Anderson
- Dr. Robert M. Anderson
- Dr. Robert M. Anderson
- Dr. Robert M. Anderson
- Dr. Robert M. Anderson
- Dr. Robert M. Anderson
- Dr. Robert M. Anderson

2. That the following members be appointed to the President's Council
on the Environment: 1978-1982, with authority to appoint or reappoint to
the Council of the Environment:

3. That the following members be appointed to the President's Council
on the Environment: 1978-1982, with authority to appoint or reappoint to
the Council of the Environment:

- Dr. Robert M. Anderson, from 1978 to 1982, with authority to appoint or reappoint to the Council of the Environment
- Dr. Robert M. Anderson, from 1978 to 1982, with authority to appoint or reappoint to the Council of the Environment
- Dr. Robert M. Anderson, from 1978 to 1982, with authority to appoint or reappoint to the Council of the Environment
- Dr. Robert M. Anderson, from 1978 to 1982, with authority to appoint or reappoint to the Council of the Environment
- Dr. Robert M. Anderson, from 1978 to 1982, with authority to appoint or reappoint to the Council of the Environment
- Dr. Robert M. Anderson, from 1978 to 1982, with authority to appoint or reappoint to the Council of the Environment
- Dr. Robert M. Anderson, from 1978 to 1982, with authority to appoint or reappoint to the Council of the Environment
- Dr. Robert M. Anderson, from 1978 to 1982, with authority to appoint or reappoint to the Council of the Environment
- Dr. Robert M. Anderson, from 1978 to 1982, with authority to appoint or reappoint to the Council of the Environment
- Dr. Robert M. Anderson, from 1978 to 1982, with authority to appoint or reappoint to the Council of the Environment

Respectfully submitted,

A. A. Bailey
Director of Research
and Development

A G E N D A

PERSONNEL & ORGANIZATION COMMITTEE

1989 02 09

Confirmation of the minutes of the last regular meeting and special meeting of January 19th, 1989.

GENERAL

NEW BUSINESS:

1. Recommendations of the Director of Education. - Page 1 - 3.
2. Personnel Training Report. - Pages 4 and 5.

ELEMENTARY/SECONDARY

NEW BUSINESS:

1. Recommendations of the Director of Education. - Pages 6 - 8.

Education Centre
100 Main Street West
Hamilton, Ontario
1989 02 09

To the Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

GENERAL

I have the honour to present the following recommendations for your approval:

(a) We regret to announce the death of Jack Megles, Senior Programmer - Computer Services, Education Centre.

(b) That Gail Christmas, Clerical Staff, be appointed to the position of Assessment Supervisor (Administrative Category 17 - maximum \$35,588 per annum), with a one year probationary period, effective 1989 02 17, with salary according to the salary schedule.

(c) That Gay Stanley be appointed to the position of Speech Language Pathologist (M.A. Level) (maximum \$41,782 per annum), with a one year probationary period, effective 1989 02 27, with salary according to the 1987 salary schedule (work year 10 months, 10 days).

(d) That Patricia Obratoski be appointed to the Probationary Clerical Staff (.4), (Category A-B - maximum \$379.00 per week), effective 1989 01 23, with salary according to the salary schedule (10 month employment).

(e) That Susan Spring be appointed to the probationary Clerical Staff (Category A-B - maximum \$379.00 per week), effective 1989 02 06, with salary according to the salary schedule.

(f) That Jean Grant be appointed to the probationary Elementary School Clerical and Secretarial Staff (.5), (Category B2 - maximum \$394.00 per week) effective 1989 02 01, with salary according to the salary schedule (10 month employment).

(g) That Susan Dunlop be appointed to the probationary Secondary School Clerical and Secretarial Staff (Level 1 - maximum \$380.88 per week), effective 1989 02 06, with salary according to the Collective Agreement.

Executive Order
No. 12812
January 19, 1990

To the President and Vice President
of the United States
Washington, D.C.

Section 1

Section 2

I, the President, do hereby order that the following provisions shall be observed in the performance of the duties of the Executive Branch of the Government:

Section 3

The Secretary of the Department of the Interior shall be responsible for the management and conservation of the public lands and resources under the jurisdiction of the Department of the Interior.

Section 4

Section 5

Section 6

Section 7

Section 8

(h) That the resignation of Theresa Kwok, Cleaner, for the purposes of retirement, effective 1989 06 30, be accepted with regret, and that the Board's gratuity be paid.

(i) That the resignation of Audrey Deacon, Clerical Staff, for the purposes of retirement, effective 1989 01 19, be accepted with regret and that the Board's gratuity be paid.

(j) That the resignation of Salvatore Gentile, Caretaking and Maintenance Staff, effective 1989 01 27, be accepted with regret.

(k) That the resignation of Maria Lamoureaux, Cleaner, effective 1989 02 01, be accepted with regret.

(l) That Jean Pierre Braband be confirmed in the position as Stage Technician, effective 1989 01 11.

(m) That Peter Kurelek be confirmed in the position as Information Assistant, Information Services, effective 1989 01 25.

(n) That the request of Carolyn Wilson, Clerical Staff, for a Maternal Leave of Absence, effective 1989 06 05 to 1989 09 29, in accordance with the Employment Standards Act, be granted.

(o) That the request of Eileen Runchey, Educational Assistant Staff, for a Maternal Leave of Absence, effective 1989 03 13 to 1989 06 30, in accordance with the Employment Standards Act, be granted.

(p) That the request of Earl Lundy, Educational Assistant Staff, for a Personal Leave of Absence, effective 1989 02 01 to 1989 06 30, be granted.

(q) That the following Secondary School Clerical and Secretarial Staff be returned from Maternal Leaves of Absence, effective as shown:

Kathy Griffiths, 1989 02 20

Kelly Preocanin, 1989 02 06

(r) That Verna Dell, Elementary School Clerical and Secretarial staff, be returned from a Maternal Leave of Absence, effective 1989 02 13.

(s) That the dates of the Maternal Leave of Absence, granted at the January meeting, to Susan Radford, School Social Worker, be changed to be effective 1989 01 13 to 1989 05 11.

1. That the undersigned, being duly sworn, depose and say that the within and foregoing is a true and correct copy of the original as the same appears to him.

2. That the undersigned, being duly sworn, depose and say that the within and foregoing is a true and correct copy of the original as the same appears to him.

3. That the undersigned, being duly sworn, depose and say that the within and foregoing is a true and correct copy of the original as the same appears to him.

4. That the undersigned, being duly sworn, depose and say that the within and foregoing is a true and correct copy of the original as the same appears to him.

5. That the undersigned, being duly sworn, depose and say that the within and foregoing is a true and correct copy of the original as the same appears to him.

6. That the undersigned, being duly sworn, depose and say that the within and foregoing is a true and correct copy of the original as the same appears to him.

7. That the undersigned, being duly sworn, depose and say that the within and foregoing is a true and correct copy of the original as the same appears to him.

8. That the undersigned, being duly sworn, depose and say that the within and foregoing is a true and correct copy of the original as the same appears to him.

9. That the undersigned, being duly sworn, depose and say that the within and foregoing is a true and correct copy of the original as the same appears to him.

10. That the undersigned, being duly sworn, depose and say that the within and foregoing is a true and correct copy of the original as the same appears to him.

11. That the undersigned, being duly sworn, depose and say that the within and foregoing is a true and correct copy of the original as the same appears to him.

12. That the undersigned, being duly sworn, depose and say that the within and foregoing is a true and correct copy of the original as the same appears to him.

13. That the undersigned, being duly sworn, depose and say that the within and foregoing is a true and correct copy of the original as the same appears to him.

(t) That effective 1989 02 20 the Recording Secretaries be paid for performing stenographic duties at evening Board committee meetings according to the following schedule:

Meeting lasting up to 2 hours	- \$40
Meeting lasting up to 3 hours	- \$50
Meeting lasting more than 3 hours	- \$60

Respectfully submitted,

K. A. Rielly,
Director of Education
and Secretary.

cv

The first step in the process of the investigation is to identify the problem. This is done by gathering information about the situation and the people involved. The next step is to analyze the information and determine the cause of the problem. This is done by looking at the data and trying to find patterns. The third step is to develop a plan to solve the problem. This is done by brainstorming ideas and choosing the best one. The fourth step is to implement the plan. This is done by putting the plan into action and monitoring the results. The fifth step is to evaluate the results. This is done by comparing the results to the original problem and determining if the plan was successful. If not, the process starts over.

There are many different ways to solve a problem. Some people like to work alone, while others prefer to work in a group. Some people like to work on a problem for a long time, while others prefer to work on it for a short time. The best way to solve a problem is the one that works for you.

Remember, the most important thing is to keep trying until you find a solution.

Thank you for reading this page. I hope you found it helpful. If you have any questions, please feel free to ask me. I am always happy to help.

Board of Education,
Hamilton, Ontario,
1989 02 01.

TO THE CHAIRMAN AND MEMBERS,
PERSONNEL AND ORGANIZATION COMMITTEE,
Board of Education,
Hamilton, Ontario,

Ladies and Gentlemen:

I am pleased to present the final Personnel Training
Report for 1988.

Expenditures to December 31 amount to \$520,228.00 in 1988
compared to \$364,969.00 in 1987.

The approved Personnel Training budget for 1988 was
\$642,698.00.

Prepared by: Ed Hodgins,
Manager, Financial Services.

Submitted by: Paul Shewfelt,
Superintendent of Finance and Treasurer.

Approved by: Keith Rielly,
Director of Education and Secretary.

TO THE HONORABLE MEMBERS OF THE
COMMISSION ON THE STATUS OF WOMEN
IN THE UNITED STATES

TO THE HONORABLE MEMBERS OF THE
COMMISSION ON THE STATUS OF WOMEN
IN THE UNITED STATES

TO THE HONORABLE MEMBERS OF THE
COMMISSION ON THE STATUS OF WOMEN
IN THE UNITED STATES

TO THE HONORABLE MEMBERS OF THE
COMMISSION ON THE STATUS OF WOMEN
IN THE UNITED STATES

TO THE HONORABLE MEMBERS OF THE
COMMISSION ON THE STATUS OF WOMEN
IN THE UNITED STATES

TO THE HONORABLE MEMBERS OF THE
COMMISSION ON THE STATUS OF WOMEN
IN THE UNITED STATES

TO THE HONORABLE MEMBERS OF THE
COMMISSION ON THE STATUS OF WOMEN
IN THE UNITED STATES

TO THE HONORABLE MEMBERS OF THE
COMMISSION ON THE STATUS OF WOMEN
IN THE UNITED STATES

TO THE HONORABLE MEMBERS OF THE
COMMISSION ON THE STATUS OF WOMEN
IN THE UNITED STATES

TO THE HONORABLE MEMBERS OF THE
COMMISSION ON THE STATUS OF WOMEN
IN THE UNITED STATES

TO THE HONORABLE MEMBERS OF THE
COMMISSION ON THE STATUS OF WOMEN
IN THE UNITED STATES

TO THE HONORABLE MEMBERS OF THE
COMMISSION ON THE STATUS OF WOMEN
IN THE UNITED STATES

TO THE HONORABLE MEMBERS OF THE
COMMISSION ON THE STATUS OF WOMEN
IN THE UNITED STATES

TO THE HONORABLE MEMBERS OF THE
COMMISSION ON THE STATUS OF WOMEN
IN THE UNITED STATES

TO THE HONORABLE MEMBERS OF THE
COMMISSION ON THE STATUS OF WOMEN
IN THE UNITED STATES

PERSONNEL TRAINING

REPORT OF EXPENDITURES TO DECEMBER 31, 1988

	<u>BUDGET</u>	<u>EXPENDITURES</u>	<u>BALANCE</u>
010 Business Administration	\$218,715	140,701	\$ 78,014
011 General Administration	60,490	53,944	6,546
020 Computer Services	7,000	6,636	364
032 Instructional Supervision - Central Services (includes Subject Supervisors, Special Services, Staff Development, Superintendents of Schools)	338,653	302,898	35,755
034 School Services	3,500	3,145	355
039 Educational Research - Evaluation	590	655	(65)
044 Continuing Education - Evening and other	3,770	2,358	1,412
070 Physical Plant - Operation 075 and Maintenance	8,460	9,511	(1,051)
076 Transportation - Administration	610	330	280
088 Other Operating Expenditure	910	50	860
TOTAL PERSONNEL TRAINING	\$642,698	\$520,228	\$122,470

RESEARCH RESULTS

RESULTS IN EXPERIMENTAL STUDIES

EXPERIMENTAL STUDIES	RESULTS	CONCLUSIONS
1. The effect of temperature on the rate of reaction.	As temperature increases, the rate of reaction increases.	Temperature is a factor in the rate of reaction.
2. The effect of concentration on the rate of reaction.	As concentration increases, the rate of reaction increases.	Concentration is a factor in the rate of reaction.
3. The effect of surface area on the rate of reaction.	As surface area increases, the rate of reaction increases.	Surface area is a factor in the rate of reaction.
4. The effect of a catalyst on the rate of reaction.	A catalyst increases the rate of reaction without being consumed.	Catalysts are substances that speed up reactions without being consumed.
5. The effect of pressure on the rate of reaction.	As pressure increases, the rate of reaction increases.	Pressure is a factor in the rate of reaction.
6. The effect of light on the rate of reaction.	Light increases the rate of reaction.	Light is a factor in the rate of reaction.
7. The effect of pH on the rate of reaction.	As pH increases, the rate of reaction increases.	pH is a factor in the rate of reaction.
8. The effect of time on the rate of reaction.	As time increases, the rate of reaction decreases.	Time is a factor in the rate of reaction.
9. The effect of solvent on the rate of reaction.	As solvent changes, the rate of reaction changes.	Solvent is a factor in the rate of reaction.
10. The effect of stirring on the rate of reaction.	As stirring increases, the rate of reaction increases.	Stirring is a factor in the rate of reaction.
11. The effect of inhibitors on the rate of reaction.	Inhibitors decrease the rate of reaction.	Inhibitors are substances that slow down reactions.
12. The effect of activators on the rate of reaction.	Activators increase the rate of reaction.	Activators are substances that speed up reactions.
13. The effect of reactants on the rate of reaction.	As reactants increase, the rate of reaction increases.	Reactants are substances that take part in a chemical reaction.
14. The effect of products on the rate of reaction.	As products increase, the rate of reaction decreases.	Products are substances that are formed in a chemical reaction.
15. The effect of equilibrium on the rate of reaction.	At equilibrium, the rate of reaction is constant.	Equilibrium is a state of balance in a chemical reaction.
16. The effect of Le Chatelier's principle on the rate of reaction.	Le Chatelier's principle predicts the direction of change in a chemical reaction.	Le Chatelier's principle is a principle that predicts the direction of change in a chemical reaction.
17. The effect of the Arrhenius equation on the rate of reaction.	The Arrhenius equation relates the rate of reaction to temperature.	The Arrhenius equation is an equation that relates the rate of reaction to temperature.
18. The effect of the rate law on the rate of reaction.	The rate law relates the rate of reaction to the concentration of reactants.	The rate law is an equation that relates the rate of reaction to the concentration of reactants.
19. The effect of the order of reaction on the rate of reaction.	The order of reaction determines the units of the rate constant.	The order of reaction is a number that determines the units of the rate constant.
20. The effect of the half-life on the rate of reaction.	The half-life is the time it takes for the concentration of a reactant to decrease by half.	The half-life is a measure of the time it takes for a reactant to decrease by half.
21. The effect of the activation energy on the rate of reaction.	The activation energy is the minimum energy required for a reaction to occur.	The activation energy is the minimum energy required for a reaction to occur.
22. The effect of the transition state on the rate of reaction.	The transition state is the highest energy state in a reaction.	The transition state is the highest energy state in a reaction.
23. The effect of the reaction coordinate diagram on the rate of reaction.	The reaction coordinate diagram shows the energy profile of a reaction.	The reaction coordinate diagram is a graph that shows the energy profile of a reaction.
24. The effect of the free energy change on the rate of reaction.	The free energy change determines whether a reaction is spontaneous.	The free energy change is a measure of the spontaneity of a reaction.
25. The effect of the equilibrium constant on the rate of reaction.	The equilibrium constant determines the position of equilibrium.	The equilibrium constant is a measure of the position of equilibrium.
26. The effect of the Gibbs free energy on the rate of reaction.	The Gibbs free energy determines the spontaneity of a reaction.	The Gibbs free energy is a measure of the spontaneity of a reaction.
27. The effect of the enthalpy change on the rate of reaction.	The enthalpy change determines whether a reaction is exothermic or endothermic.	The enthalpy change is a measure of the heat change in a reaction.
28. The effect of the entropy change on the rate of reaction.	The entropy change determines the spontaneity of a reaction.	The entropy change is a measure of the disorder in a reaction.
29. The effect of the Helmholtz free energy on the rate of reaction.	The Helmholtz free energy determines the spontaneity of a reaction.	The Helmholtz free energy is a measure of the spontaneity of a reaction.
30. The effect of the Gibbs free energy on the rate of reaction.	The Gibbs free energy determines the spontaneity of a reaction.	The Gibbs free energy is a measure of the spontaneity of a reaction.

Education Centre
100 Main Street West
Hamilton, Ontario
1989 02 09

To the Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

ELEMENTARY/SECONDARY

I have the honour to present the following recommendations for your approval:

(a) That the following teachers be appointed to the Probationary Staff, effective 1989 02 20, with salaries according to schedule:

Michele Fairfield (secondary)
Sydney Willford (Section 16 - secondary)

(b) That the effective date of the appointment of Doreen Knowles to the Probationary Staff, approved at the January Meeting, be changed to 1989 01 30. (Section 16 - secondary)

(c) That the following teachers be appointed to the position of Acting Head of Department, effective 1989 09 01, with salaries according to schedule:

Anita Darrell (Languages) (secondary)
Robert Laidlaw (Technical) (secondary)
Wayne Young (Technical) (secondary)

(d) That the following teachers be appointed to the Occasional Staff, effective as shown, with salaries according to schedule:

Karen Devlin, 1989 01 30 to 1989 05 26 (.5) (elementary)
Karen Devlin, 1989 03 06 to 1989 06 30 (.5) (elementary)
Mary-Lynn Fleming, 1989 01 19 to further notice (elementary)
Eleanor Illman, 1989 02 01 to 1989 05 31 (elementary)
Harland Izatt, 1989 01 03 to 1989 06 30 (elementary)
Donald Jackson, 1989 02 01 to further notice (secondary)
Patricia Jessop, 1989 02 13 to 1989 06 30 (elementary)
Edna MacDonald, 1989 02 06 to further notice (elementary)
Rose Orta, 1988 11 23 to further notice (secondary)
Heidemarie Rinas, 1989 02 01 to further notice (secondary)
Darlene Smith, 1989 01 03 to further notice (elementary)
Mary-Martha Starkman, 1989 02 06 to 1989 06 30 (elementary)
Ronald Vine, 1989 01 23 to further notice (elementary)

(e) That the resignation of James Watt, Principal, who is retiring on superannuation, effective 1989 06 30, be accepted with regret and that he receive the Board's gratuity. (elementary)

(f) That the resignation of Gene Codd, who is retiring on disability superannuation, effective 1989 06 21, be accepted with regret and that she receive the Board's gratuity. (secondary)

1. The first of the following is a list of the names of the persons who have been appointed to the various committees of the Council of the League of Nations.

2. The second of the following is a list of the names of the persons who have been appointed to the various committees of the Council of the League of Nations.

3. The third of the following is a list of the names of the persons who have been appointed to the various committees of the Council of the League of Nations.

4. The fourth of the following is a list of the names of the persons who have been appointed to the various committees of the Council of the League of Nations.

5. The fifth of the following is a list of the names of the persons who have been appointed to the various committees of the Council of the League of Nations.

6. The sixth of the following is a list of the names of the persons who have been appointed to the various committees of the Council of the League of Nations.

7. The seventh of the following is a list of the names of the persons who have been appointed to the various committees of the Council of the League of Nations.

8. The eighth of the following is a list of the names of the persons who have been appointed to the various committees of the Council of the League of Nations.

9. The ninth of the following is a list of the names of the persons who have been appointed to the various committees of the Council of the League of Nations.

10. The tenth of the following is a list of the names of the persons who have been appointed to the various committees of the Council of the League of Nations.

11. The eleventh of the following is a list of the names of the persons who have been appointed to the various committees of the Council of the League of Nations.

12. The twelfth of the following is a list of the names of the persons who have been appointed to the various committees of the Council of the League of Nations.

13. The thirteenth of the following is a list of the names of the persons who have been appointed to the various committees of the Council of the League of Nations.

14. The fourteenth of the following is a list of the names of the persons who have been appointed to the various committees of the Council of the League of Nations.

(g) That the resignations of the following teachers, who are retiring on superannuation, effective 1989 06 30, be accepted with regret and that they receive the Board's gratuity:

Marie Ballantine (secondary)
 Hazel Ellis (secondary)
 William Forgrave (secondary)
 Bruce Gibson (secondary)
 Helen Logan (secondary)
 John Mannisto (secondary)
 Elizabeth Barbara Stanos (elementary)
 John Weiss (secondary)

(h) That the resignation of Jeanne Carson, effective 1989 08 31, be accepted with regret. (elementary)

(i) That John Liddell be transferred to the Permanent Staff, effective 1989 03 20, with salary according to schedule. (secondary)

(j) That the request of Linda O'Grady, Vice-Principal, for a Maternal Leave of Absence, effective 1989 03 01 to 1989 06 27, be granted in accordance with conditions governing Maternal Leaves. (elementary)

(k) That the requests of the following teachers for Maternal Leaves of Absence, effective as shown, be granted in accordance with conditions governing Maternal Leave:

Linda Bilenki, 1989 03 20 to 1989 07 14 (elementary)
 Lynn Coulson-Hallas, 1989 03 06 to 1989 06 30 (elementary)
 Joanne Green, 1989 05 01 to 1989 08 25 (elementary)
 Monika Grenville, 1989 04 17 to 1989 08 11 (elementary)
 Barbara Griffith, 1989 03 20 to 1989 07 14 (elementary)
 Doris Viastikopoulos, 1989 04 17 to 1989 06 16 (elementary)

(l) That the request of Susan Clements for a Personal Leave of Absence, effective 1989 03 20 to 1990 03 16, be granted. (elementary)

(m) That the request of Katherine Coltart for an extension of her Personal Leave of Absence, effective 1989 09 01 to 1990 08 31, be granted. (elementary)

(n) That the effective dates of the Personal Leave of Absence granted to Edwin Malkin at the December Meeting be changed to 1988 09 01 to 1989 01 31. (secondary)

(o) That the request of Gerald Smink for a Personal Leave of absence, without pay, effective 1989 04 28 to 1989 05 09, be granted. (secondary)

1. The first of the following conditions is that the
candidate must be at least 21 years of age at the time of
the election.

2. The second condition is that the
candidate must be a citizen of the
United States at the time of the
election.

3. The third condition is that the
candidate must be a resident of the
State at the time of the election.

4. The fourth condition is that the
candidate must be a member of the
House of Representatives at the time of the
election.

5. The fifth condition is that the
candidate must be a member of the
Senate at the time of the election.

6. The sixth condition is that the
candidate must be a member of the
House of Representatives at the time of the
election.

7. The seventh condition is that the
candidate must be a member of the
Senate at the time of the election.

8. The eighth condition is that the
candidate must be a member of the
House of Representatives at the time of the
election.

9. The ninth condition is that the
candidate must be a member of the
Senate at the time of the election.

10. The tenth condition is that the
candidate must be a member of the
House of Representatives at the time of the
election.

11. The eleventh condition is that the
candidate must be a member of the
Senate at the time of the election.

(p) That the following teachers be returned from Leave of Absence and assigned teaching duties, effective as shown:

Rhonda Amey, 1989 02 27 (elementary)
Marcia Brazel, 1989 02 27 (elementary)
Brenda Finance, 1989 02 01 (.5) (elementary)
Marjorie Howden, 1989 02 13 (elementary)
Lindsey Zablocki, 1989 03 31 (elementary)

(q) That the timetable of Diana Goessinger be increased from .5 to 1.0, effective 1989 01 30. (elementary)

Respectfully submitted,

K. A. Rielly,
Director of Education
and Secretary

A G E N D APERSONNEL & ORGANIZATION COMMITTEE1989 03 09

Confirmation of the minutes of the last meeting.

GENERALNEW BUSINESS:

1. Recommendations of the Director of Education - Revised Page 1, and Page 1A
2. Pay Equity Update - Pages 2 and 3
3. Report of the Affirmative Action Committee - Page 4

ELEMENTARY/SECONDARYNEW BUSINESS:

1. Recommendations of the Director of Education - Page 5 and Revised Page 6,
and Pages 6A and 6B
2. Request re: "4 over 5" - Roger Baxter. - Page 6C

Education Centre
100 Main Street West
Hamilton, Ontario
1989 03 09

To the Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

GENERAL

I have the honour to present the following recommendations for your approval:

(a) That Lois Morin be appointed to the probationary Clerical Staff, in the position of Audio-Visual Services Clerk, Media Services (Category D - maximum \$472.00 per week), effective 1989 02 27, with salary according to the salary schedule.

(b) That Claire Vander Beek be appointed to the probationary Clerical Staff, in the position of Recording Secretary, Minutes Room (Category F2 - maximum \$551.00 per week), effective 1989 03 20, with salary according to the salary schedule.

(c) That Marian Avery, Clerical Staff, be promoted to the position of Lunchroom Program Leader (Administrative Category 21 - maximum \$31,733 per annum), with a one year probationary period, effective 1989 03 20, with salary according to the salary schedule.

(d) That the resignations of the following Cleaners, for the purposes of retirement, effective 1989 06 30, be accepted with regret, and that the Board's gratuity be paid:

Helen Ferster
Kathleen Johnson
Nora Rayner

(e) That the resignations of the following Cleaners, for the purposes of retirement, effective as shown, be accepted with regret:

Sheila Avery, 1989 02 25
Hilda Myler, 1989 06 30

(f) That the request of Dr. Colin Pryor, Chief Psychologist, for a Personal Leave of Absence, effective 1989 09 11 to 1990 08 31, be granted.

Respectfully submitted,

K. A. Rielly,
Director of Education
and Secretary

Department of
the State
Washington, D.C.

Mr. [Name]
[Address]
[City, State, Zip]

MEMORANDUM

TO : [Name]
FROM : [Name]
SUBJECT : [Subject]

1. [Text]

2. [Text]

3. [Text]

4. [Text]

Very truly yours,
[Signature]
[Name]

5. [Text]

6. [Text]

7. [Text]

8. [Text]

9. [Text]

ADDED RECOMMENDATIONS

GENERAL

I have the honour to present the following recommendations for your approval:

(g) That Tom Costello be appointed to the position of Equipment Repair Technician II (Administrative Category 24 - maximum \$28,885 per annum), with a one year probationary period, effective 1989 04 03, with salary according to the salary schedule.

(h) That Patricia Squire be appointed Psychological Consultant (.2) with a one year probationary period, effective 1989 03 21, with salary according to the salary schedule (work year 10 months).

(i) That Linda Tsaros be confirmed in the position of Psychological Consultant, effective 1989 02 15.

(j) That Robert Orlando be confirmed in the position of Superintendent of Plant, effective 1989 03 21.

(k) That Ronald Green be confirmed in the position of Secondary School Foreman, effective 1989 02 28.

Respectfully submitted,

K. A. Rielly,
Director of Education
and Secretary

ANNEX 1

1.0

1.1 The purpose of this annex is to provide the following information for the

purpose of:

1.2 The purpose of this annex is to provide the following information for the purpose of:

1.3 The purpose of this annex is to provide the following information for the purpose of:

1.4 The purpose of this annex is to provide the following information for the purpose of:

1.5 The purpose of this annex is to provide the following information for the purpose of:

1.6 The purpose of this annex is to provide the following information for the purpose of:

1.7 The purpose of this annex is to provide the following information for the purpose of:

1.8 The purpose of this annex is to provide the following information for the purpose of:

1.9 The purpose of this annex is to provide the following information for the purpose of:

1.10 The purpose of this annex is to provide the following information for the purpose of:

1.11 The purpose of this annex is to provide the following information for the purpose of:

1.12 The purpose of this annex is to provide the following information for the purpose of:

Board of Education,
HAMILTON, Ontario.
1989 03 01.

TO THE CHAIRMAN AND MEMBERS
PERSONNEL AND ORGANIZATION COMMITTEE
BOARD OF EDUCATION
HAMILTON, ONTARIO

Ladies and Gentlemen:

Re: Pay Equity/Job Evaluation Project

Project Status

Non-Union Clerical Administration, OPEIU Bargaining Units

The Pay Equity process with Touche-Ross is at the stage of final review of the ratings. By the end of March, it is expected to have all the data to start negotiating and developing the actual pay plans.

AEFO

The Pay Equity Co-ordinator has written L'Association des Enseignants Franco-Ontariens (AEFO Hamilton Secondary School Unit) providing statistics re male and female job incumbents in proposed Job Classes. It does not appear that there will be a Pay Equity issue with this group; however, we must meet, agree and prepare a Pay Equity agreement which must be posted with all our Pay Equity Plans.

OSSTF

Our discussions with OSSTF Secondary Teachers have moved along smoothly. There is one female dominated Job Class of Adult Learning Centre Teachers which will require our attention.

We have started negotiations with the OSSTF Professional School Workers Bargaining unit. This group is female dominated and will require comparisons outside the unit.

CUPE

The CUPE questionnaires are completed and returned. We have been gathering extra data and will start interviews and job writing in early April.

Office of the
Director
Washington, D.C.

TO THE CHAIRMAN AND MEMBERS
OF THE JOINT SELECT COMMITTEE
ON THE
ARMED AND DANGEROUS
EXTREMISM, WASHINGTON

Dear Sirs:

Enclosed for the Committee are

three copies of

the report of the Committee on the

subject of the activities of the
American People's Party, Inc., and
its affiliates, in connection with
the election of 1948. The report
contains a detailed account of the
activities of the Party and its
affiliates, and a list of the
persons who have been active in
the Party and its affiliates.

Very
truly
yours,

The following information was
obtained from the files of the
Department of Justice, and is
being furnished to you for your
information. It is not to be
distributed outside your
Committee, and is not to be
used in any way other than
for the purpose of your
investigation.

Very
truly
yours,

The following information was
obtained from the files of the
Department of Justice, and is
being furnished to you for your
information. It is not to be
distributed outside your
Committee, and is not to be
used in any way other than
for the purpose of your
investigation.

The following information was
obtained from the files of the
Department of Justice, and is
being furnished to you for your
information. It is not to be
distributed outside your
Committee, and is not to be
used in any way other than
for the purpose of your
investigation.

Very
truly
yours,

The following information was
obtained from the files of the
Department of Justice, and is
being furnished to you for your
information. It is not to be
distributed outside your
Committee, and is not to be
used in any way other than
for the purpose of your
investigation.

The Plans

In total the Board will be posting eight Pay Equity Plans for the following groups:

- OPEIU - Secondary Secretarial Staff
- OPEIU - Educational Assistants
- CUPE - Caretaking and Maintenance
- OSSTF - District 8 Teachers
- OSSTF - Secondary Occasional Teachers
- OSSTF - Professional School Workers
- HTF - Elementary School Teachers

and one plan that will include all non-unionized employers which include Non-Union Clerical Association, Administration and instructors of non-credit ESL, Adult Basic Education and Heritage Language. The Pay Equity Commission is just releasing proposed sample plans and Guidelines for wording and writing formal plans.

Mary Caye Clarke, Board Chairman, and the Pay Equity Co-ordinator recently attended the Commission's one day conference. It was a highly informative day both for the individuals wanting basic information and also provided several guidelines and data for organizations like the Board that are well advanced on the process.

RECOMMENDATION:

It is recommended that this report be received for information.

Prepared by: Marilyn Abraham,
Co-ordinator,
Pay Equity Project.

Submitted by: Bruce Sinclair,
Superintendent of Human Resources.

Approved by: Keith Rielly,
Director of Education.

REPORT OF THE
AFFIRMATIVE ACTION COMMITTEE

Present: Trustee R. Mulholland (Chairman Pro Tem); Trustees Bishop and Clarke

Also

Present: Trustees Kennedy and R. Stewart
M. Sween (Visible Minority Representative), L. Evans (H.P.A.),
L. Tindall (Women Teachers' Association), S. Ophoven (O.P.S.T.F.),
D. Deans (O.S.S.T.F.), D. Morris and M. Davis (Non-Union Clerical
Association), Sharon Dempsey (Communicator, Harassment Policy)

Officials

Present: K. A. Rielly (Director of Education and Secretary)
B. Sinclair (Superintendent of Human Resources)
L. Sproule-Jones (Affirmative Action Co-ordinator)

The Committee recommends:

GENERAL

- a) That the Hamilton Board of Education target the following groups to raise them towards existing provincial levels:

	1985 - Ontario		1988 - Hamilton	
Consulting Staff	51.2%	F	31.9%	F
Secondary Vice Principal	11.8%	F	10%	F
Sec. Ass't. Dept. Head	28%	F	23.2%	F
Elementary Teachers	26.9%	M	23.7%	M
Professionals	34.3%	M	14.9%	M
Administration	36.8%	F	31%	F
Clerical	3.7%	M	1%	M
Educational Assistants	6.5%	M	3.1%	M

- b) That the Board of Education accept the Ministry target that by the year 2000 in all occupational categories there will be at least 30% females, and that there be a target of at least 30% males in all those categories in which males are significantly under-represented.

Respectfully submitted,

R. Mulholland
Chairman - Pro Tem

Committee Room
1989 02 20

Education Centre
100 Main Street West
Hamilton, Ontario
1989 03 09

To the Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

ELEMENTARY/SECONDARY

I have the honour to present the following recommendations for your approval:

- (a) That Sandra Stewart be appointed to the Probationary Staff, effective 1989 03 20, with salary according to schedule. (elementary)
- (b) That the following teachers be appointed to the Occasional Staff, effective as shown:

Heather Britton, 1989 02 27 to 1989 06 09 (elementary)
Louise Chambers, 1989 02 02 to further notice (secondary)
Linda Haist, 1989 01 16 to further notice (elementary)
George Karembelas, 1989 02 06 to further notice (secondary)
Nancy McMullen, 1989 01 17 to 1989 02 14 (elementary)
Linda Potocic, 1989 02 01 to further notice (secondary)
Alice Ronhaan, 1989 01 30 to 1989 02 24 (elementary)

- (c) That the resignation of David Lowden, Vice-Principal, who is retiring on superannuation, effective 1989 06 30, be accepted with regret and that he receive the Board's gratuity. (secondary)

- (d) That the resignation of Alice Williamson, who is retiring on superannuation, effective 1989 04 10, be accepted with regret and that she receive the Board's gratuity. (secondary)

- (e) That the resignations of the following teachers, who are retiring on superannuation, effective 1989 06 30, be accepted with regret and that they receive the Board's gratuity:

Margot Armit (elementary)
George Black (secondary)
Donald Collins (elementary)
Fred Daines (secondary)
Mohamed Hamouta (secondary)
Ruth Hannay (elementary)
Harry Marshall (secondary)
Winnifred Sleep (elementary)
Jean Wager (elementary)

- (f) That the resignations of the following teachers, effective 1989 08 31, be accepted with regret:

Marisa Bucci (elementary)
Mark Whinton (secondary)

(g) That the request of Gail Higson for Release of Contract, effective 1989 03 17, be accepted. (elementary)

(h) That James Wilson be appointed to the position of Acting Head of Department (Technical), effective 1989 09 01, with salary according. (secondary)

(i) That the following teachers be transferred to the Permanent Staff, effective 1989 04 13, with salaries according to schedule:

Carla Dillenger (elementary)

Jane Pilling (secondary)

(j) That the requests of the following teachers for Maternal Leaves of Absence, effective as shown, be granted in accordance with conditions governing Maternal Leaves:

Victoria Goettler, 1989 04 10 to 1989 08 04 (elementary)

Jane Hashimoto-Banks, 1989 05 01 to 1989 08 25 (elementary)

Laura Manente, 1989 05 01 to 1989 08 25 (elementary)

(k) That the request of Dzintra Ozols for a Maternal Leave of Absence, effective 1989 05 01 to 1989 08 25, be granted in accordance with conditions governing Maternal Leaves and that this Leave be followed by a Parental Leave of Absence, effective 1989 08 28 to 1990 08 31. (elementary)

(l) That the request of David W. Donat to extend his Loan of Service with the Department of National Defence, effective 1989 09 01 to 1990 08 31, be granted. (secondary)

(m) That the following teachers be returned from Leave of Absence and assigned teaching duties, effective as shown:

Joyce Baker, 1989 03 20 (.5) (elementary)

Donna Bennett, 1989 03 20 (elementary)

Joseph Hammill, 1989 09 01 (secondary)

Geza Kocsis, 1989 09 01 (secondary)

(n) That the increase in timetable of the following teachers be granted, effective as shown:

Celia Borges, from 3/6 to 6/6 (full time Semester 1 and 2), 1989 02 01 (secondary)

Flora Cocolakis, from .5 to 1.0, 1989 01 16 to further notice (elementary)

Helen Donohoe, from .5 to 1.0, 1989 01 17 to further notice (elementary)

Mary Schoffield, from 5/6 to 6/6 (full time Semester 1 and 2), 1989 02 01 (secondary)

Ward Shipman, from 5/6 to 6/6 (full time Semester 1 and 2), 1989 02 01 (secondary)

Kasturie Surat, from 4/6 to 5/6 (full time Semester 1, 4/6 Semester 2) (secondary)

Gloria Woodruff, from .5 to 1.0, 1989 02 20 to 1989 06 30 (elementary)

(o) That the following be appointed to the position of probationary Secondary School Clerical and Secretarial Staff (Level 1 - maximum \$401.88 per week), effective as shown, with salary according to the Collective Agreement:

Lynn DiFrancesco, 1989 02 20

Carrie Eustace, 1989 03 20

Respectfully submitted,

K. A. Rielly,

Director of Education

and Secretary

1989 03 09

ADDED RECOMMENDATIONSELEMENTARY/SECONDARY

I have the honour to present the following recommendations for your approval:

(p) That the following teachers be appointed to the Probationary Staff, effective 1989 03 20, with salary according to schedule:

George Karambelas (elementary)
Marvin Kuehn (secondary)
Jill Linkert (secondary)
Nancy McMartin (.5) (elementary)

(q) That the following names be added to clause (b):

Sheila Bharath, 1989 02 06 to 1989 03 10 (elementary)
John Blackmore, 1989 03 20 to 1989 06 30 ((elementary)
Jeffrey Deans, 1989 04 17 to 1989 06 30 (elementary)
Maureen Eitel, 1989 01 31 to 1989 02 24 (1.0) (elementary)
1989 02 27 to 1989 03 10 (.5)
Barbara Jarrett, 1989 02 02 to 1989 06 23 (secondary)
Wayne Lee, 1989 02 20 to further notice (secondary)
Shirley MacDougall, 1989 01 24 to 1989 02 24 (elementary)
1989 03 30 to further notice
Emily McDonald, 1989 01 23 to 1989 02 17 (.5) (elementary)
1989 03 31 to further notice
Elizabeth McQueen, 1989 02 14 to further notice (secondary)
Marjorie Nelson, 1989 04 10 to 1989 06 30 (elementary)
Helen Terhljan, 1989 03 20 to 1989 06 30 (elementary)
Joyce Timson, 1989 04 17 to 1989 06 16 (elementary)
Joanne Woods, 1989 03 21 to 1989 06 23 (elementary)

(r) That the following teachers' names be added to clause (e):

Eileen Buscombe (secondary)
Panchal Mansaram (secondary)
Wilfred Pugh (elementary)

(s) That the following teacher's name be added to clause (j):

Sandra Hanlon, 1989 05 01 to 1989 08 25 (elementary)

(t) That the effective dates of the request of Dzintra Ozols for Maternal and Parental Leaves of Absence in clause (k) be changed to 1989 02 27 to 1989 06 23 and 1989 06 26 to 1990 08 31. (elementary)

(u) That the following teacher's name be added to clause (m):

Helen Reio, 1989 09 01 (secondary)

(v) That the increase of timetable for Mary Scoffield in clause (n) be rescinded. (secondary)

(w) That the timetable of Mary Scoffield be decreased from 5/6 to 4/6 (full time Semester 1, 2/6 Semester 2), effective 1989 02 01. (secondary)

(x) That the increase in timetable from .5 to 1.0 granted to Patricia Kadechuk at the December Meeting be extended to 1989 06 30. (elementary)

(y) That the request of Heather Cavanagh for an overseas exchange with a teacher from New Zealand for the period 1989 09 01 to 1990 08 31, be approved subject to the condition that a suitable exchange teacher from New Zealand can be arranged through the Ministry of Education. (elementary)

(z) That Karen Forbes, Secondary School Clerical and Secretarial Staff, be returned from a Maternal Leave of Absence, effective 1989 03 20.

Respectfully submitted,

K. A. Rielly,
Director of Education
and Secretary

REQUEST RE: "FOUR OVER FIVE" PLAN

- (a) That approval be granted for the request of Roger Baxter to change the dates of his Leave of Absence under the Salary Holdback Plan ("4 over 5") of the 1988-1989 Elementary School Collective Agreement, from the 1989-1990 school year to the 1990-1991 school year, effective 1990 09 01 to 1991 08 31.

A G E N D A

PERSONNEL & ORGANIZATION COMMITTEE

1989 05 11

Confirmation of the minutes of the last meeting.

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

1. Consultant, Section 25 Programs (tabled at P&O December, 1988) - Pages 1 to 6

NEW BUSINESS:

1. Recommendations of the Director of Education - Page 7
2. Personnel Training Report - Pages 8 and 9

ELEMENTARY/SECONDARY

NEW BUSINESS:

1. Recommendations of the Director of Education - Pages 10 to 12

100 Main Street West
Hamilton, Ontario
1989 05 11

To the Chairman and Members
Personnel and Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

Re: Section 25 (formerly Section 16) Programs
Upgrading the Position of Liaison Teacher
to that of Consultant

During the fall, a review of the position of Liaison teacher for Section 25 programs was conducted. Based on the role description, the responsibilities and a growing program, it was felt by administration, that the liaison/co-ordination role, was beyond that of a teacher and should be ranked at the level of consultant.

On the basis of our administration's support and that of the Regional Office of the Ministry of Education, a request to upgrade the liaison teacher's position was taken to the December 1988 meeting of the Personnel and Organization Committee. At that time, on the basis of the following motion, administration was re-directed towards the Salary Committee:

That the Section 16 programs report re: upgrading the position of liaison teacher be tabled until the role of trustees in salary negotiations has been clarified.

On Wednesday, 1989 04 26, discussions relative to the factors associated with the proposed position was discussed and administration was advised to return the request to the Personnel and Organization Committee.

Attached to this report please find:

- correspondence from the Regional Office committing the necessary funding to the position
- a current list of Section 25 programs
- the role description for the consultants' position.

Recommendation

It is recommended that:

The role description for the position of Consultant, Section 25 Programs, be approved, and the Salary Committee be authorized to negotiate the terms of the employment for the position with the Branch Affiliates.

Prepared and Submitted by: Peter S. Beveridge
Superintendent of Curriculum and
Special & Educational Services

Bruce Sinclair
Superintendent of Human Resources

Approved by: Keith A. Rielly
Director of Education and Secretary

:ha

Dear Mr. Beveridge:

Thank you for your follow-up letter from our meeting on October 6, 1988 regarding the liaison teacher position for your Section 14 program.

I am pleased to provide the following information that I trust will clarify the issue, as discussed. The Ministry of Education agreed to recognize the salary as negotiated between the board and Brian McGuire in respect of the duties associated with the position of liaison teacher for Section 14 programs. Your business office should reflect the actual costs pertaining to Mr. McGuire's salary at the time of initial reporting for grant purposes.

If you have any further questions regarding this matter, please don't hesitate to contact me.

Best wishes for a very relaxing and enjoyable holiday season.

Yours sincerely,

Allison Lambert

Allison Lambert
Regional Superintendent of Education

It is recommended that

the following be included in the report:

The following information should be included in the report:
1. A description of the project and its objectives.
2. A description of the methods used to collect data.
3. A description of the results of the study.
4. A discussion of the findings and their implications.

It is recommended that the following be included in the report:
1. A description of the project and its objectives.
2. A description of the methods used to collect data.

It is recommended that the following be included in the report:

1. A description of the project and its objectives.
2. A description of the methods used to collect data.

It is recommended that the following be included in the report:
1. A description of the project and its objectives.

It is recommended that the following be included in the report:



Ontario

Ministry of : Central Ontario
Education Region

Ministère de Centre de
l'Éducation l'Ontario

2025 Sheppard Ave. E.
Suite 3201
Willowdale, Ontario
M2J 1W4
(416) 491-0330

2025, av. Sheppard est
Bureau 3201
Willowdale (Ontario)
M2J 1W4
(416) 491-0330

December 21, 1988

File Number SE 220
Numéro de dossier

Mr. Peter Beveridge
Superintendent of Curriculum
and Special Services
The Board of Education for
the City of Hamilton
100 Main Street West
P.O. Box 558
Hamilton, Ontario
L8N 3L1

Dear Mr. Beveridge:

Thank you for your follow-up letter from our meeting on October 6, 1988 regarding the liaison teacher position for your Section 16 programs.

I am pleased to provide the following information that I trust will clarify the issue, as discussed. The Ministry of Education agrees to recognize the salary as negotiated between the board and Brian Seamons in respect of his duties associated with the position of liaison teacher for Section 16 programs. Your business office should submit the actual costs pertaining to Mr. Seamons' salary at the time of normal reporting for grant purposes.

If you have any further questions regarding this matter, please don't hesitate to contact me.

Best wishes for a very relaxing and enjoyable holiday season.

Yours sincerely,

Allisen Lambert
Regional Superintendent of Education

ay for
position
posting

100 Main Street West
Hamilton, Ontario
1989 04 27

To the Chairman and Members
Personnel Committee
Hamilton Board of Education

Ladies and Gentlemen:

RE: EXISTING CONTRACTS FOR SECTION 25 PROGRAMS

The following is a list of programs the Board of Education is currently providing under Section 25, Government Legislative Grants.

Arrell Observation Home
B'nai Brith Cottage (Chedoke Hospital)
Dawn Patrol
Grace Haven
Hamilton-Wentworth Detention Centre
Lynwood Hall Children's Centre
McMaster University Medical Centre
Robert Mac Home
Rygiel Home
St. Joseph's Hospital
Webber House
Woodview Children's Centre
Adolescent Day Treatment Pilot Program
Patterson House

Prepared and submitted by: Peter S. Beveridge
Superintendent of Curriculum and
Special & Educational Services

Approved by: Keith A. Rielly
Director of Education and Secretary

J O B D E S C R I P T I O N
SPECIAL EDUCATION CONSULTANT (Section 25 Programs)

RESPONSIBLE TO: Superintendent of Curriculum and Special & Educational Services

The Special Education Consultant (Section 25) will work in concert with members of Special Services to:

1. Act as a resource person to treatment centres and Area teams in order to provide leadership in the educational prescription and monitoring of Section 25 educational programs.
2. Consult relative to the assessment, conferencing and presentation of candidates to an Identification, Placement and Review Committee.
3. Assist in a regular review of the progress of pupils in Section 25 programs.
4. Assist in the continual assessment of the Section 25 programs.
5. Organize staff development programs for special education teachers, educational assistants and regular staff.
6. Liaise with community agencies and related professionals.
7. Perform such other relevant duties as may be assigned by the Superintendent of Curriculum and Special & Educational Services.

PORTFOLIO - SECTION 25 PROGRAMS

The Special Education Consultant (Section 25) will assist the Co-ordinator to:

1. Organize and convene the Special Education Identification, Placement and Review Committee for Section 25 Programs.
2. Ensure that the Section 25 educational programs operate in accordance with the Acts and Regulations of the Ministry of Education, Ontario, but not in conflict with the Acts and Regulations as outlined in the Children's Mental Health Act, Child and Family Services Act, or Young Offenders Act.
3. Co-operate with Consultants and Co-ordinators of all subject areas in the development of components of programs and courses that will meet the needs of students in Section 25 programs.

(Cont'd. . . .)

1985 DESCRIPTION SPECIAL EDUCATION CURRICULAR STANDARDS PROGRAM

REQUIREMENTS FOR SPECIAL EDUCATION CURRICULAR STANDARDS PROGRAM

1. The Special Education Curriculum Standards will be developed in accordance with the following requirements:

1. It will be a national program in content, structure, and standards to be used in the development of the national curriculum and standards for the Special Education Curriculum Standards Program.
2. It will be a national program in content, structure, and standards to be used in the development of the national curriculum and standards for the Special Education Curriculum Standards Program.
3. It will be a national program in content, structure, and standards to be used in the development of the national curriculum and standards for the Special Education Curriculum Standards Program.
4. It will be a national program in content, structure, and standards to be used in the development of the national curriculum and standards for the Special Education Curriculum Standards Program.
5. It will be a national program in content, structure, and standards to be used in the development of the national curriculum and standards for the Special Education Curriculum Standards Program.
6. It will be a national program in content, structure, and standards to be used in the development of the national curriculum and standards for the Special Education Curriculum Standards Program.
7. It will be a national program in content, structure, and standards to be used in the development of the national curriculum and standards for the Special Education Curriculum Standards Program.

SECTION 1 - PURPOSE AND SCOPE

The Special Education Curriculum Standards Program is designed to provide a national framework for the development of the Special Education Curriculum Standards Program.

1. The purpose of the Special Education Curriculum Standards Program is to provide a national framework for the development of the Special Education Curriculum Standards Program.

2. The scope of the Special Education Curriculum Standards Program is to provide a national framework for the development of the Special Education Curriculum Standards Program.

3. The purpose of the Special Education Curriculum Standards Program is to provide a national framework for the development of the Special Education Curriculum Standards Program.

4. Establish effective liaison with appropriate Ministries and counterparts in other Boards.
5. Organize staff development opportunities for teachers of Section 25 programs and regular staff.
6. Oversee the maintenance of records, admission, placement, and discharge with respect to the student's educational program.
7. Prepare such reports on the educational program as required by the Ministry, Board, or Superintendent of Curriculum and Special & Educational Services.
8. Order supplies, equipment and other formal requests from the facilities using the guidelines established by the Board.
9. Perform such other relevant duties as may be assigned.

* * * * *

K. S. Vailly,
Director of Education
and Secretary

Education Centre
100 Main Street West
Hamilton, Ontario
1989 05 11

To the Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

GENERAL

I have the honour to present the following recommendations for your approval:

(a) That Dr. Marie Bountrogianni, Psychological Consultant, be appointed to the position of Acting Chief Psychologist, for a one year term, effective 1989 09 05 to 1990 08 31, with salary according to the salary schedule.

(b) That the resignations of the following members of the Cleaning Staff, for the purpose of retirement, effective 1989 06 30, be accepted with regret and that the Board's gratuity be paid:

Audrey Gaffney
Valerie Johnson
Aldea M. Thompson

(c) That the resignation of John M. Rankin, Caretaking Staff, for the purpose of retirement, be accepted with regret and that the Board's gratuity be paid.

(d) That Edward Porter be confirmed in the position of Supervisory Foreman, effective 1989 05 03.

(e) That the request of Mary Davis, Clerical Staff, for a Maternal Leave of Absence, effective 1989 07 10 to 1989 11 03, in accordance with the Employment Standards Act, be granted.

(f) We regret to announce the death of William Maskell, Caretaker, Fernwood Park School, on 1989 04 11.

Respectfully submitted,

K. A. Rielly,
Director of Education
and Secretary

Board of Education,
Hamilton, Ontario,
1989 05 03.

TO THE CHAIRMAN AND MEMBERS,
PERSONNEL AND ORGANIZATION COMMITTEE,
Board of Education,
Hamilton, Ontario.

Ladies and Gentlemen:

I am pleased to present the first quarterly Personnel Training Report for 1989.

Expenditures to March 31 amount to \$134,255 in 1989 compared to \$101,904 in 1988.

The approved Personnel Training budget for 1989 is \$796,947.

Prepared by: Edward R. Hodgins,
Manager, Financial Services.

Submitted by: Paul E. Shewfelt,
Superintendent of Finance and Treasurer.

Approved by: Keith A. Rielly,
Director of Education and Secretary.

PERSONNEL TRAINING

REPORT OF EXPENDITURES TO MARCH 31, 1989

	<u>BUDGET</u>	<u>EXPENDITURES</u>	<u>BALANCE</u>
010 Business Administration	\$228,946	\$ 47,648	\$181,298
011 General Administration	70,900	12,973	57,927
020 Computer Services	14,000	1,994	12,006
032 Instructional Supervision - Central Services (includes Curriculum, Special Services, and Area Offices)	457,970	67,248	390,722
034 School Services	3,000	-	3,000
039 Educational Research	890	500	390
044 Continuing Education - Evening and other	4,360	798	3,562
070 Physical Plant - Operation & 075 Maintenance	15,655	2,969	12,686
076 Transportation Administration	610	125	485
088 Other Operating Expenditure	616	-	616
TOTAL PERSONNEL TRAINING	\$796,947	\$134,255	\$662,692

Education Centre
100 Main Street West
Hamilton, Ontario
1989 05 11

To the Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

ELEMENTARY/SECONDARY

I have the honour to present the following recommendations for your approval:

(a) That the following teachers be appointed to the Occasional Staff, effective as shown, with salaries according to schedule:

Linda Craig, 1989 03 31 to 1989 05 05 (elementary)
Donna Hudzieczko, 1989 05 02 to further notice (elementary)
Patricia Kaine, 1989 05 01 to 1989 06 30 (elementary)
Charlotte Reed, 1989 04 28 to 1989 06 30 (.5) (elementary)
Radia Younes, 1989 04 05 to further notice (secondary)

(b) That the effective dates of Maria Sobota's appointment to the Occasional Staff, approved at the April Meeting, be changed to 1989 04 18 to 1989 06 30. (elementary)

(c) That the resignation of Kenneth Hall, Principal, who is retiring on superannuation, effective 1989 06 30, be accepted with regret and that the Board's gratuity be paid. (secondary)

(d) That the resignations of the following teachers who are retiring on superannuation, effective as shown, be accepted with regret and that the Board's gratuity be paid:

John G. Alton, 1989 06 30 (elementary)
Isobel M. Carle, 1989 07 31 (elementary)
Marilyn Connor, 1989 06 30 (secondary)
Donna J. Cooper, 1989 06 30 (elementary)
Gail Hammond, 1989 06 30 (elementary)
William M. Hudak, 1989 06 30 (secondary)
I. Fulton Seunarine, 1989 06 30 (elementary)
W. Jackson Sibbald, 1989 06 30 (secondary)
Robert A. Swift, 1989 06 30 (secondary)

(e) That the resignations of the following teachers effective 1989 08 31, be accepted with regret:

Lucy Manno (elementary)
Donald Simpson (elementary)
Richard White (elementary)

(f) That Clause (e), recommending payment of the Board's gratuity to the following teachers, approved at the April meeting, be amended to read: "and that the Board's gratuity (on a pro-rated basis) be paid:"

Elizabeth Anne Boyd
Margaret Cooke
Leona M. Paulson
John Tkach
Catherine Verrall

(g) That the resignation of Ruth Smith, Elementary School Clerical and Secretarial Staff, for the purpose of retirement, be accepted with regret and that the Board's gratuity be paid.

(h) That the resignation of Celina Chabot, Educational Assistant Staff, for the purpose of retirement, be accepted with regret and that the Board's gratuity be paid.

(i) That the extension of the secondment of Joan Morse by the Ministry of Education, approved at the April Meeting, be rescinded. (secondary)

(j) That the following teachers be promoted to the position of Acting Head of Department, effective 1989 09 01, with salaries according to schedule:

Geoffrey Biggin (Technical) (secondary)
Robert Corey (Physical and Health Education) (secondary)
Evelyn Brown (Vocational - Vocational School) (secondary)
Robert Macoritti (Academic - Vocational School) (secondary)

(k) That the following teachers be promoted to the position of Acting Assistant Head of Department, effective 1989 09 01, with salaries according to schedule:

Ross Davidson (Vocational - Vocational School) (secondary)
Bruce Hall (Technical) (secondary)
Barbara Jantzi (Business Education) (secondary)
David Mathyk ((Business Education) (secondary)
Richard Neufeld (Technical) (secondary)
Hank Reintjes (Technical) (secondary)
Roger Rose (Technical) (secondary)
Claire Wright (Academic - Vocational School) (secondary)

(l) That the requests of the following teachers for Maternal Leaves of Absence, effective as shown, be granted in accordance with conditions governing Maternal Leave:

Heather Abbott, 1989 09 01 to 1989 12 28 (elementary)
Gillian Miller, 1989 09 01 to 1989 12 28 (elementary)

(m) That the request of Laura Dowling for a Maternal Leave of Absence, effective 1989 09 01 to 1989 12 28, be granted in accordance with conditions governing Maternal Leave, followed by a Parental Leave of Absence, effective 1989 12 29 to 1990 08 31. (secondary)

(n) That the effective dates of the Maternal Leave of Absence granted to Linda Bilenki at the February Meeting, be changed to 1989 02 24 to 1989 06 23. (elementary)

(o) That the request of Gwen Filice, Secondary School Clerical and Secretarial Staff, for a Maternal Leave of Absence, effective 1989 07 03 to 1989 10 27, in accordance with the Employment Standards Act, be granted.

(p) That the request of Sandra Scott, Educational Assistant Staff, for a Maternal Leave of Absence, effective 1989 09 05 to 1990 01 08, in accordance with the Employment Standards Act, be granted.

(q) That the requests of the following teachers for extensions of their Personal Leaves of Absence, effective as shown, be granted:

B. Jane Couper, 1989 09 01 to 1990 08 31 (secondary)
 Kathleen Henderson, 1989 09 01 to 1990 08 31 (elementary)
 Sandra Katz, 1989 09 01 to 1990 08 31 (secondary)
 Deborah Pamukoff, 1989 09 01 to 1990 03 09 (elementary)
 Margaret Jean Simpson, 1989 09 01 to 1990 08 31 (elementary)
 Linda Spratt, 1989 09 01 to 1990 08 31 (elementary)

(r) That the request of Lucy Manno for an extension of her Personnel Leave of Absence, approved at the April Meeting, be rescinded. (elementary)

(s) That the request of Gerald Price for an extension of his Leave of Absence in order to serve as President of O.S.S.T.F., District 8, effective 1989 09 01 to 1990 08 31, be granted. (secondary)

(t) That the request of David Allen for an extension of his Leave of Absence in order to serve as Vice-President of O.S.S.T.F., District 8, effective 1989 09 01 to 1990 08 31, be granted. (secondary)

(u) That the request of Carl Ouellette for an extension of his Leave of Absence in order to serve as O.S.S.T.F. District Benefits Officer, effective 1989 09 01 to 1990 08 31 (.6667), be granted. (secondary)

(v) That the request of the following teachers for Personal Leaves of Absence, effective as shown, be granted:

Linda Brown, 1989 09 01 to 1990 08 31 (elementary)
 Katherine Goodwin, 1989 09 01 to 1990 08 31 (secondary)
 Paula Griffin, 1989 09 01 to 1990 01 31 (secondary)
 Jeanette B. M. Hughes, 1989 05 08 to 1989 08 31 (elementary)

(w) That the request of Jean Cutbill for an extension of her Long Term Disability Leave of Absence, effective 1989 09 01, be granted. (elementary)

(x) That the following teachers be returned from Leave of Absence and assigned teaching duties, effective as shown:

Linda Bilenki, 1989 06 24 (elementary)
 Rita C. More, 1989 06 01 (elementary)
 Frank Szabo, 1989 09 01 (elementary)

(y) That Susan Radford, School Social Worker, be returned from a Maternal Leave of Absence, effective 1989 05 12.

Respectfully submitted,

K. A. Rielly,
 Director of Education
 and Secretary

CA4 ON HBLW26
A 36
1989

A G E N D A

PERSONNEL & ORGANIZATION COMMITTEE

1989 06 08

Confirmation of the minutes of the last regular meeting.

GENERAL

NEW BUSINESS:

1. Recommendations of the Director of Education. - Pages 1, 1A and 1B
2. Hiring of Learning Resource Teachers (requested by Trustee Bishop) -
Pages 1C and 1D

ELEMENTARY/SECONDARY

BUSINESS ARISING OUT OF THE MINUTES:

1. Report from the Officials re remuneration from the Wentworth County Board for the Vice-Principal, Sherwood Secondary School.
2. Computer Co-ordinators - Robert Land/Parkdale Schools. - Pages 2 to 12

NEW BUSINESS:

1. Recommendations of the Director of Education. -
Revised Pages 13, 14, 15, 16 and 17,
Pages 17A and 17B

Education Centre
100 Main Street West
Hamilton, Ontario
1989 06 08

To the Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

GENERAL

I have the honour to present the following recommendations for your approval:

(a) That the Salary Committee be responsible to the Board for the conduct of pay equity negotiations with employee groups, in a similar manner as for contract talks and that they report to the Board through the Personnel and Organization Committee.

(b) That Linda Woolfey-Cooper be appointed to the position of Acting Co-ordinator (Family Studies), for a five year term, effective 1989 09 01.

(c) That Susan Mawson, Elementary School Clerical and Secretarial Staff, be promoted to the position of Career Counsellor, Human Resources Department, Administrative Category 17 (under review), (maximum \$35,588 per annum), for a two year term (renewable), effective 1989 07 01, with salary according to the salary schedule.

(d) That the appointment of Gary Gibson, Consultant (Media Services .5, Special Assignment .5), be extended effective 1989 09 01 to 1990 06 30.

(e) That the resignation of Josephine Labenski, Cleaning Staff, for the purpose of retirement, effective 1989 06 30, be accepted with regret, and that the Board's gratuity be paid.

(f) That the resignation of Elizabeth McNeil, Clerical Staff, for the purpose of retirement, effective 1989 08 31, be accepted with regret and that the Board's gratuity be paid.

(g) That the resignation of Peter R. Beasley, Caretaking Staff, effective 1989 05 26, be accepted with regret.

(h) That the effective dates of the Maternal Leave of Absence granted to Carolyn Wilson, Clerical Staff, at the February Meeting, be changed to 1989 05 19 to 1989 04 14.

Respectfully submitted,
K. A. Rielly,
Director of Education
and Secretary

1. The first part of the report is a general introduction to the subject of the study. It discusses the importance of the study and the objectives of the research.

2. The second part of the report is a detailed description of the methodology used in the study. It includes information about the sample size, the data collection methods, and the statistical analysis techniques.

3. The third part of the report is a discussion of the results of the study. It compares the findings with the previous research and discusses the implications of the study.

Conclusion

4. The fourth part of the report is a conclusion. It summarizes the main findings of the study and provides recommendations for future research.

5. The fifth part of the report is a list of references. It includes all the sources of information used in the study, such as books, articles, and websites.

6. The sixth part of the report is an appendix. It contains additional information that is not included in the main body of the report, such as raw data or detailed calculations.

7. The seventh part of the report is a glossary. It defines the key terms and concepts used in the study, ensuring that the reader understands the terminology.

8. The eighth part of the report is a bibliography. It lists the sources of information used in the study, providing a comprehensive list of references.

9. The ninth part of the report is a list of figures and tables. It includes all the visual aids used in the study, such as graphs, charts, and tables.

10. The tenth part of the report is a list of appendices. It contains additional information that is not included in the main body of the report, such as raw data or detailed calculations.

11. The eleventh part of the report is a list of references. It includes all the sources of information used in the study, such as books, articles, and websites.

12. The twelfth part of the report is an appendix. It contains additional information that is not included in the main body of the report, such as raw data or detailed calculations.

13. The thirteenth part of the report is a glossary. It defines the key terms and concepts used in the study, ensuring that the reader understands the terminology.

ADDED RECOMMENDATIONSGENERAL

(i) That Dianne Husack be appointed to the position of Speech/Language Pathologist (M.A. level) (maximum \$45,041 per annum) with a one year probationary period, effective 1989 09 01 with salary according to the salary schedule.

(j) That Jim McCaughey be appointed to the position of Program Leader - Staff Development, for a one year term, effective 1989 09 01 to 1990 08 31, with salary according to the salary schedule.

(k) That Joanne McIntosh be appointed to the position of Acting Consultant - Staff Development, for a three year term, effective 1989 09 01 to 1992 06 30, with salary according to the salary schedule.

(l) That the following be appointed to the Caretaking and Maintenance Staff, on three months' probation, as an Assistant Caretaker, effective 1989 06 07, with wage rate according to the Collective Agreement:

Don Anderson, Jr	Walter Musytschuk
Gail Fleming	Frank Taibi
Paul Freeman	Mary Thompson
Wilamina McGrimmond	Ronald Tischler
Alan McKee	Patricia Unger
Heather Milne	

(m) That the resignations of the following Cleaning Staff, for the purpose of retirement, effective as shown, be accepted with regret and the Board's gratuity be paid:

Tabea Bajzert, 1989 08 01
Alexandrina Comeau, 1989 06 30

(n) That the resignation of Albert Lomax, Caretaking Staff, for the purpose of retirement, effective 1989 06 30, be accepted with regret and the Board's gratuity be paid.

(o) That the resignation of Thomas D. Cowin, Secondary School Foreman, for the purpose of retirement, effective 1989 09 30, be accepted with regret and that the Board's gratuity be paid.

(p) That the resignation of Jadze Stanaitis, Cleaning Staff, effective 1989 06 30, be accepted with regret.

(q) That the request of Michael Silbert to relinquish his position as Co-ordinator (Mathematics) in order to return as Head of Department (Mathematics), effective 1989 09 01 to 1991 08 31, be granted.

(r) That Harry Traini be promoted to the position of Co-ordinator (Mathematics), effective 1989 09 01 to 1991 08 31.

(s) That William Brown be promoted to the position of Consultant (Co-operative Education), effective 1989 09 01.

(t) That Betty Ferguson be transferred from the Educational Assistant Staff (O.P.E.I.U.) to the position of Assistant to the Lunchroom Program Leader (Category A-B - maximum \$402.00 per week), effective 1989 06 05, with salary according to the salary schedule.

(u) That the request of Rhonda Hirst, Developmental Specialist, for an extension of her Personal Leave of Absence, effective 1989 09 01 to 1990 06 30, be granted.

(v) That the effective dates of the Maternal Leave of Absence granted to Jackie Nawrocky, Developmental Specialist, at the April Meeting, be changed to 1989 05 29 to 1989 09 22.

1. That the said ... be ... to the ... of the ...

2. That the said ... be ... to the ... of the ...

3. That the said ... be ... to the ... of the ...

4. That the said ... be ... to the ... of the ...

M E M O

June 5 1989

To : Personnel and Organisation Committee

From: J.Bishop

Re : Learning Resource Teachers.

New Direction for Special Education

In September 1988 the Special Education Department of the Board set itself a new mission statement:

The Special Education Department believes in an educational system which is based on an intervention model that recognizes the unique characteristics of all learners and which is delivered within the most natural, enabling environment.

(The Special Education Department's outline of an Intervention Model for the Decentralized '90's.)

There was recognition that 'for many, the most enabling environment is the regular classroom, with direct special education intervention through shared responsibility with the regular classroom teacher'. This new emphasis places more importance on the role of the regular classroom teacher and the school in serving exceptional students.

Implications for the Role Of Learning Resource Teacher

The Learning Resource Teacher now becomes a vital member of the school staff to help classroom teachers move towards this new thrust in special education. His or her task becomes like that of a mini consultant within the school, helping teachers modify their programs to meet special needs, working directly with students, suggesting resources, and assessing students through the Diagnostic and Remedial Teams operating in each school. To have credibility with staff, the position should be held by a teacher with an excellent classroom record, special education experience and good inter-personal skills. However, the position is not currently posted, and there is no established interview process for the job. To have credibility with some parents who fear a loss of service to their child in the regular school as compared to that in the small self-contained classroom, the position has to be able to indicate that exceptional students have success in the regular program. However, there is no standard way for evaluating the success of interventions, either directly or indirectly, made by the Learning Resource Teacher.

It is therefore recommended that

- a) The Position of Learning Resource Teacher be considered for posting.

2.2.3

Page 2 (cont)

2.2.3.1 Assessment and Organization Committee

Item 2.2.3.1.1

2.2.3.1.1.1 Learning Resource Committee

The Committee for Special Education is responsible for the development of the Special Education Plan and the Special Education Policy. The Committee is also responsible for the development of the Special Education Program and the Special Education Services. The Committee is also responsible for the development of the Special Education Budget and the Special Education Evaluation and Assessment.

The Special Education Plan is a document that outlines the goals and objectives of the Special Education Program. The plan is developed by the Special Education Committee and is approved by the Board of Education. The plan is also used to guide the development of the Special Education Policy and the Special Education Program. The plan is also used to guide the development of the Special Education Budget and the Special Education Evaluation and Assessment.

The Special Education Policy is a document that outlines the principles and standards that guide the development and implementation of the Special Education Program. The policy is developed by the Special Education Committee and is approved by the Board of Education. The policy is also used to guide the development of the Special Education Plan and the Special Education Program. The policy is also used to guide the development of the Special Education Budget and the Special Education Evaluation and Assessment.

The Special Education Program is a document that outlines the goals and objectives of the Special Education Program. The program is developed by the Special Education Committee and is approved by the Board of Education. The program is also used to guide the development of the Special Education Plan and the Special Education Policy. The program is also used to guide the development of the Special Education Budget and the Special Education Evaluation and Assessment.

It is recommended that

2.2.3.1.1.2 The Position of Learning Resource Teacher be considered for funding.

- b) A standard system-wide interviewing process be designed for the position of Learning Resource Teacher, after the skills needed for the position have been identified by the Staff Development, Curriculum, and Special Education departments.
- c) The interview team for the position of Learning Resource teacher always include the principal of the school where the post is vacant.
- d) That records be kept of each exceptional student and others targetted through the DART, by the Learning Resource Teacher, to be submitted to the principal twice a term. These should include:
 - students' academic progress, using their attainment at the point of entry to the program as the base line for measuring achievement.
 - students' mastery of organisational and other skills through measures to be designed by Special Education in consultation with Psychological Services.
 - absenteeism of exceptional and targetted children.
- e) That adequate resources, materials and working space be provided where ever possible for the Learning Resource Teacher.

The purpose of this study was to determine the effect of the use of the "Handwritten" and "Printed" methods on the learning of the "Handwritten" and "Printed" methods.

The results of the study showed that the use of the "Handwritten" method resulted in a higher level of learning than the use of the "Printed" method.

The results of the study also showed that the use of the "Handwritten" method resulted in a higher level of learning than the use of the "Printed" method.

The results of the study also showed that the use of the "Handwritten" method resulted in a higher level of learning than the use of the "Printed" method.

The results of the study also showed that the use of the "Handwritten" method resulted in a higher level of learning than the use of the "Printed" method.

The results of the study also showed that the use of the "Handwritten" method resulted in a higher level of learning than the use of the "Printed" method.

The results of the study also showed that the use of the "Handwritten" method resulted in a higher level of learning than the use of the "Printed" method.

1989 06

Chairman & Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies & Gentlemen:

In 1985, Parkdale Elementary School and Robert Land Elementary School received 14 computer systems each from the Ministry of Culture and Citizenship as part of its Computer and Children Project. In addition they each received a Section 38 grant to cover a Computer Coordinator's salary for 1985-86. Similar government grants for the Coordinator's salary were obtained for 1986-87 and 1987-88. In 1988-89, a final Section 38 grant was made with the understanding that the grant would end in the early spring of 1989 and that serious attempts to obtain permanent funding of this position would be made. In March, a proposal to continue funding permanently, was brought to the Board and "bridge financing" until the end of this school year was agreed upon delaying the final decision until now. No further Federal or Provincial grant monies are available.

The Computer Coordinator's position is additional to the Community School Worker and the Coordinator is responsible to the Community School Worker by providing appropriate Computer programs which are available to both students and adults both during the day and for some evenings each week. Although the program was designed to serve the outside community, school students became major beneficiaries of this opportunity. It was never intended to duplicate the Board's computer program, however it did enhance that program in these 2 Compensatory Education and Community Schools. The understanding that funding was limited and would end was known from the beginning and, furthermore, even if the Coordinator's position is discontinued, it is part of the agreement that all equipment is property owned by the Board of Education to be used in those schools for as long as it is viable.

The advantages and benefits of the Computer Coordinators are many as outlined in the reports submitted by Mr. Gary Birch and Mr. Jim Stewart, Principals of Robert Land and Parkdale Elementary Schools, respectively. The adults and children of these communities will miss the extra programs offered at their local school if the program is lost, however the regular computer program will continue in the schools for students and after-hours computer courses are available at local high schools during Evening School as well as Day School for Adults interested in continuing computer work.

With respect to recommendations from the two Superintendents of Schools, both would like to see the program continue to benefit these two individual schools. However, if budget restraints are necessary, priorities being established across the system, and regular programs and positions in jeopardy then the Superintendents have difficulty in recommending the funding of these positions while cutting back on board-authorized programs. Notwithstanding these financial concerns, the Superintendents of Schools commend these excellent programs to your good judgement.

Submitted by: Frank Kelly, Superintendent of Schools, Area 2
Rick Binns, Superintendent of Schools, Area 3

Approved by: A. Stockwell, Associate Director of Education

Chapter 2: Introduction
The purpose of this chapter is to provide a general overview of the project and its objectives. It will also discuss the scope of the study and the methods used to collect and analyze data.

In the past, there has been a significant amount of research on the topic of [topic]. However, there is still a need for more research in this area. This study aims to fill this gap by [research goal]. The research will be conducted using a combination of [methods]. The results of the study will be used to [purpose].

The research is organized into five chapters. Chapter 1 provides an overview of the project. Chapter 2 discusses the literature review. Chapter 3 describes the methodology. Chapter 4 presents the results of the study. Chapter 5 discusses the conclusions and recommendations. The research is organized into five chapters. Chapter 1 provides an overview of the project. Chapter 2 discusses the literature review. Chapter 3 describes the methodology. Chapter 4 presents the results of the study. Chapter 5 discusses the conclusions and recommendations.

The research is organized into five chapters. Chapter 1 provides an overview of the project. Chapter 2 discusses the literature review. Chapter 3 describes the methodology. Chapter 4 presents the results of the study. Chapter 5 discusses the conclusions and recommendations. The research is organized into five chapters. Chapter 1 provides an overview of the project. Chapter 2 discusses the literature review. Chapter 3 describes the methodology. Chapter 4 presents the results of the study. Chapter 5 discusses the conclusions and recommendations.

The research is organized into five chapters. Chapter 1 provides an overview of the project. Chapter 2 discusses the literature review. Chapter 3 describes the methodology. Chapter 4 presents the results of the study. Chapter 5 discusses the conclusions and recommendations. The research is organized into five chapters. Chapter 1 provides an overview of the project. Chapter 2 discusses the literature review. Chapter 3 describes the methodology. Chapter 4 presents the results of the study. Chapter 5 discusses the conclusions and recommendations.

ROBERT LAND PUBLIC SCHOOL



460 WENTWORTH ST. N.
HAMILTON, ONTARIO
L8L 5W8
TELEPHONE: (416) 527-1563

1989 04 28

Mr. Frank Kelly,
Area Superintendent,
P. O. Box 2558,
Hamilton, Ontario.

RE: COMPUTER CO-ORDINATORS - COMMUNITY SCHOOLS

Dear Frank:

In answer to your letter dated March 9, 1989 I am enclosing some further information which hopefully will strengthen our case for making this a permanent position. As you know I feel that this position is critical if we are to continue to serve the needs of our children and the needs of our community as is mandated for our Community School. Certainly there is a cost factor in making this a permanent position; however that cost is really quite small when you realize that we already have teachers in other areas of the city who are working on a timetable which allows them to spend $\frac{1}{2}$ their day in a computer room with elementary children right down to Junior Kindergarten. This is being done on a teacher's salary. One school on the mountain currently has one teacher who is designated as site co-ordinator who works $\frac{1}{2}$ time in their computer room and one teacher who is designated as computer "coach" who works $\frac{1}{4}$ of his teaching schedule in the lab. It makes one wonder if we should be changing direction and asking for this position at Robert Land School to be made a teaching position.

In answer to the several questions in your letter:

1. The Computer Co-ordinator has been informed about the fact that his position now runs to the end of June, 1989.
2. Jeff Hales has prepared the enclosed data on lab usage during 1988-89.

Continued....

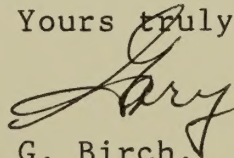
-2-

3. A daily and weekly schedule is attached. In addition we have enclosed a Job Description for our co-ordinator.
4. To run this lab the only additional costs are
 - (a) paper and misc. items \$ 500.00
 - (b) equipment maintenance - this cost is unknown but would actually increase if we didn't have a co-ordinator running the lab since he does on-going maintenance
 - (c) ongoing software purchases \$ 500.00
5. I have enclosed letters from the community endorsing this project and speaking to its value to this community.
6. The computer co-ordinator is well known to the children of Robert Land School. During the day teachers frequently bring their classes to the computer room where the computer co-ordinator assists the teacher in carrying out lessons using the computers. During the noon hour there are regularly scheduled activities in the computer room for children. The computer co-ordinator organizes these activities and oversees their operation. In a similar fashion activities are conducted after school. In the evenings the computer co-ordinator conducts computer classes for children, as part of the Community School programs. It should also be noted that our computer co-ordinator, being expert on computers, acts as resource person to our staff and facilitates increased and more competent use of our computers.

If the Board does not decide to make this a permanent position then you and I should re-examine the September 1989 Organization for Robert Land School with a view to time-tabling a part-time site co-ordinator.

Thank you for your help on this matter.

Yours truly,


G. Birch,
Principal.

GB/ss

Encl.

1. The first and second paragraphs of the first section of the Act are hereby amended to read as follows:

(a) The first paragraph of the first section of the Act shall read as follows:

(b) The second paragraph of the first section of the Act shall read as follows:

(c) The third paragraph of the first section of the Act shall read as follows:

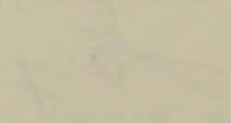
(d) The fourth paragraph of the first section of the Act shall read as follows:

(e) The fifth paragraph of the first section of the Act shall read as follows:

(f) The sixth paragraph of the first section of the Act shall read as follows:

(g) The seventh paragraph of the first section of the Act shall read as follows:

(h) The eighth paragraph of the first section of the Act shall read as follows:

Yours truly,

J. B. Smith
President

Page 2

Page 3

ROBERT LAND SCHOOL/NORTH CENTRAL COMMUNITY SCHOOL

COMPUTER CO-ORDINATOR WEEKLY SCHEDULE OF HOURS WORKED

Monday	10 - 8	=	10 hours
Tuesday	10 - 9	=	11 hours
Wednesday	11 - 8:30	=	9½ hours
Thursday	11 - 8:30	=	9½ hours
			40 hours

COMMITTEE TO ORGANIZE THE SCHOOL OF THE FUTURE
ROBERT L. AND SCHOOL/PAUL H. FUTURE COMMITTEE REPORT

Monday	10 - 5	5 - 10 hours
Tuesday	10 - 5	5 - 10 hours
Wednesday	11 - 5:30	5 - 10 hours
Thursday	11 - 5:30	5 - 10 hours
		60 hours

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
SK 10:00-10:30 20 pupils	JK 10:00 - 10:30 20 pupils		
Grade 5 11:00-11:45 23 pupils	Grade 2 - 10:45 - 11:45 23 pupils		
<u>LUNCH TIME</u> 11:45 - 12:45 16 pupils			
Grade 1 1:00 - 1:30 23 pupils	JK 1:00 - 1:30 20 pupils	Grade 4/5 1:00 - 2:00 22 pupils	Grade 1 1:00 - 1:45 21 pupils
Grade 3 2:00 - 2:30 22 pupils	Grade 3 22 pupils	SK (pm) 2:00-2:30 17 pupils	SLD 1:45-2:30 9 pupils
	Grade 3/4 3:15 - 3:45 24 pupils	Grade 1 3:15 - 3:45 23 pupils	Grade 1/2 23 pupils
<u>AFTER SCHOOL</u> 3:45 - 5:00 10 pupils			
<u>EVENING PROGRAM</u> Girl Guides 7:00 - 7:45 7 pupils	Adults 6-9 8 pupils	Children 6-9 20 pupils	Kiwanis 7-8:15 C.B.G.C. Munchkins - 6 pupils Kiwanis-14 pupils

BOYS AND GIRLS CLUBS
OF CANADA

Hamilton Central Boys and Girls Club

346 Main Street East, Hamilton, Ontario L8N 1G1 528-2622

April 24, 1989

Jeff Hales
Community School Worker
North Central Community School
460 Wentworth Avenue, North
Hamilton, Ontario

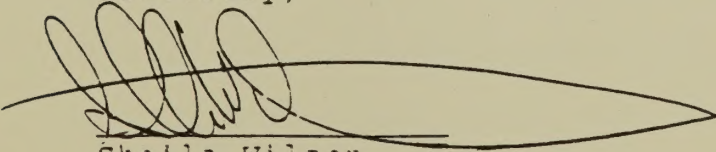
Dear Jeff:

I would like to take this opportunity to thank your Community School Association for allowing our club members the opportunity to use your computer room from January to April. The children especially enjoyed the special trips we had during March Break. Gordon has been very co-operative and has done a super job with the children.

The Central Boys' and Girls' Club would be very interested in arranging some computer time during the summer and again in the fall if that is possible. The computer trips are a special feature which helps us to draw more children to our programs and without your co-operation we could not afford to provide this kind of opportunity to our members. Either Glenn Harkness or myself will contact you regarding specifics of summer and fall use.

Thank you for sharing your facility with us, and if you ever would like a friendly challenge - in let's say, floor hockey - give me a call.

Sincerely,



Sheila Wilson
Unit Director

SW/aj



Hamilton Cemetery Boys and Girls Club

April 11, 1961

Dear Mr. [Name]:
Thank you for your letter of April 10, 1961, regarding the proposed location for the Hamilton Cemetery Boys and Girls Club. We are very interested in the site and will be holding a public hearing on the matter on April 12, 1961, at 7:30 p.m. in the Hamilton Community Center, 1000 [Address]. We will be glad to hear from you and the community at that time.

Sincerely,
[Signature]

The Hamilton Cemetery Boys and Girls Club is a non-profit organization that provides a wide range of recreational and educational activities for children and youth in the Hamilton area. We are currently seeking a suitable location for our new club, and we are very interested in the site you have proposed. We will be holding a public hearing on the matter on April 12, 1961, at 7:30 p.m. in the Hamilton Community Center, 1000 [Address]. We will be glad to hear from you and the community at that time.

The Hamilton Cemetery Boys and Girls Club is a non-profit organization that provides a wide range of recreational and educational activities for children and youth in the Hamilton area. We are currently seeking a suitable location for our new club, and we are very interested in the site you have proposed. We will be holding a public hearing on the matter on April 12, 1961, at 7:30 p.m. in the Hamilton Community Center, 1000 [Address]. We will be glad to hear from you and the community at that time.

Thank you for your letter of April 10, 1961, regarding the proposed location for the Hamilton Cemetery Boys and Girls Club. We are very interested in the site and will be holding a public hearing on the matter on April 12, 1961, at 7:30 p.m. in the Hamilton Community Center, 1000 [Address]. We will be glad to hear from you and the community at that time.

[Signature]
[Name]
Unit Director

1989 04 28

Dear Mr. Hales:

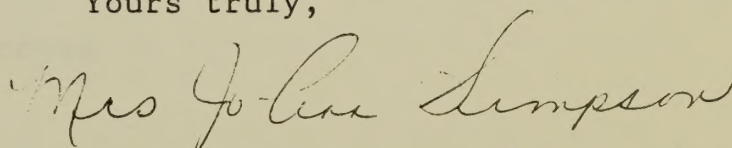
I would like to take this opportunity to thank you on behalf of the 86th Hamilton Brownies, Guides and Pathfinders, for the use of the Computer Lab at Robert Land School. The girls are using the Lab on Monday evenings to complete the requirements of their Computer Badge.

I know that the girls and their leaders are really enjoying and appreciate being able to use the Lab.

I also know that most of these girls are looking forward to using this Lab during the summer program and being able to use the Lab when they return to Guiding in September.

Thank you again for this great opportunity.

Yours truly,



Mrs. Jo Ann Simpson,
Oak District Commissioner
Girl Guides of Canada.

JS/ss

-1-

INTRODUCTION

A Community School is an extremely unique place. It is a place where members of the community can gather together to work and play. The Doors of Friendship and Parkdale Elementary School have had a long-standing and successful partnership in providing both the children and the adults of the community with a place to learn and grow. With the introduction of the computer centre this mandate grew in leaps and bounds. The existence of the centre provided an avenue for people to learn such things as skill development, job training, academic advancement and of course, just plain fun! All members of the surrounding community have had the opportunity to become familiar with modern technology in a non-threatening environment at virtually no cost. These, along with a qualified co-ordinator are the 3 factors that contribute to the centre's outstanding success.

We have opened our doors to anyone of any age and ability to "come and see what we're learning". and the community has done just that. We've had clients from all of the Area 3 schools, parents, teachers and outside groups such as the East Region Mental Health Association. Also, the centre has been a big part of the annual Day Camp, the See & Be Reading Camp and March Break children's activities. In short, we have made the computer centre a truly community-based facility.

Background Information

1985

Doors of Friendship obtained 14 computer systems from the Ministry of Culture and Citizenship as part of its Computer and Children project.

1985/1986

Obtained Section 38 grant from the Federal Government to cover the Computer Co-ordinator's Salary

1986/1987

Obtained a Job Development grant from the Federal Government to cover Co-ordinator's salary.

1987/1988

Obtained another Section 38 grant. The Doors of Friendship was warned that funds for this project would not be available the following year.

1987/1988

Computer Centre Committee was formed and was comprised of both volunteers and staff members. The committee gained positive support from private citizens, politicians and school board personnel. Despite these efforts, permanent funding was not obtained due to Board of Education budget restrictions.

Summer 1987
(June-Sept)

Obtained a Futures Grant to hire an Assistant Computer Co-ordinator for summer programs.

1988/1989

Additional "scrounging" for grants. The centre was finally permitted 1 final Section 38 grant with the understanding that serious attempts to find permanent funding for this position were firmly underway and looked positive.

1988-
Present

Continued work on finding permanent funding. The centre is no longer eligible for any Federal or Provincial grant that would allow the centre to operate as it has in the past. Centre was closed for 3 weeks.

Bridge financing extended by the Board of Education to keep the computer co-ordinator employed until June of 1989.

Recent work to keep centre open is included with this report.

...the ... of ... and ...

1961

...the ... of ... and ...

1962

...the ... of ... and ...

1963

...the ... of ... and ...

1964

...the ... of ... and ...

1965

...the ... of ... and ...

1966

...the ... of ... and ...

1967

...the ... of ... and ...

1968

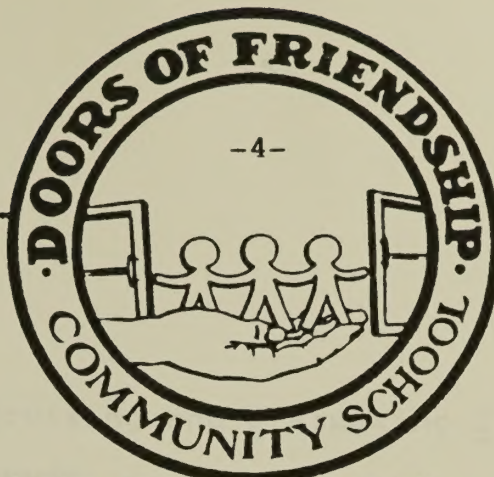
...the ... of ... and ...

1969

...the ... of ... and ...

1970

139 Parkdale Avenue North
Hamilton, Ontario
L8H 5X3



(at PARKDALE SCHOOL)
Telephone 545-6028

JOB RESPONSIBILITIES

Anne Eaton - Computer Co-ordinator

PROGRAM DUTIES

- surveying, assessing and profiling community interests and needs as well as developing programs for each class in the school
- creating flyers and other promotional information
- previewing, learning and categorizing software ie. age appropriateness
- developing and scheduling programs
- providing on-site computer supervision/instruction to clients
- assessing and evaluating programs
- developing new programs consistent with community needs

ADMINISTRATIVE DUTIES

- developing and maintaining a record-keeping and reporting system as required
- budgeting allotted monies
- ordering software
- maintaining the equipment

STAFF DUTIES

- attending all staff meetings and functioning as a full-time staff member
- instructing and advising other staff members on the use of the computers and software packages
- staff-related duties as assigned

SUPERVISORY DUTIES

- instructing, supervising and evaluating 2 co-op students

ADDITIONAL REQUIREMENTS

- good work habits (punctuality, professional appearance ...)
- excellent written and verbal communication skills
- promote the community school in a positive manner at all times
- relay a sense of community spirit to clientele and staff members

INTERNATIONAL LAW

- International law is a system of rules and principles which govern the conduct of states and international organizations in their relations with each other.

SCOPE OF INTERNATIONAL LAW

- It deals with the legal relations between states and international organizations.
- It also deals with the legal relations between states and individuals.
- It also deals with the legal relations between states and corporations.
- It also deals with the legal relations between states and other international organizations.

Education Centre
100 Main Street West
Hamilton, Ontario
1989 06 08

To the Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

ELEMENTARY/SECONDARY

I have the honour to present the following recommendations for your approval:

(a) That Wolfgang Boggs be re-appointed to the Probationary Staff, effective 1989 09 01, with salary according to schedule. (secondary)

(b) That the following teachers be appointed to the Probationary Staff, effective 1989 09 01, with salaries according to schedule:

Allan Alayne (E)	Lew, Maelly (S)
Allibone, Michell (S)	Ligas, Debora (E)
Arnold, Mary (S)	Lorenzi, Wendy (E)
Bajkor, Joseph (S)	MacLachlan, Susan (E)
Beard, Philip (S)	MacLeod, Margaret (E)
Berardo, Josephine (E)	Marazia, Franca (E)
Binotto, Lorenzo (S)	May, Joseph (S)
Bontempo, Frances (S)	McCullough, Janine (S)
	McIlveen, Neil (S)
Borkovich, Lisa (S)	Murray, Darlene (E)
Boyce, Graham (E)	Nagy, Steven (E)
Bradley, John (S)	Nickel, Terry (E)
	Obermeyer, Dale (E)
Breckon, Lisa (E)	Otter, Loreli (E)
Brown, Marilyn (S)	Pawluk, Donna (S)
Buck, Brian (E)	Pellizzari, Ian (E)
Carpenter, Leslie (E)	Phillinini, Linda (E)
Clarke, Sandra (E)	Pizzolante, Louise (E)
Collins, Warren (E)	Poot, James (S)
Craig, Linda (E)	Ripco, Gwen (E)
Crouch, David (E)	Robertson, Lesley (E)
Dabbs, Susan (S)	Sampson, Annette (E)
D'Agostino, Brenda (E)	Schiedel, Adele (S)

Davy, James (E)	Schweiger, Sonya (E)
Devlin, Karen (E)	Shannon, Eileen (S)
DiTiberio, Susan (S)	Sidlar, Sylvia (E)
Dokainish, Mahida (E)	Smith, Marnie (E)
Dunn, Stephen (S)	Stasiulis, Kristina (S)
Findlay, Natalie (E)	Stewart, Leslie (E)
Fleming, Mary-Lynn (E)	Strauch, Mary (E)
Fletcher, Anjili (E)	Stubbs, Jacqueline (E)
Fotheringham, Christine (E)	Suh, Alison (E)
Frattaroli, Norma (E)	Tamiru, Tadele (E)
Fyfe, Heather (E)	Taylor, Bailey (E)
Gallant, Michelyn (S)	Tohivsky, Shari (E)
Gasparik, Tara (E)	Turner, Bonnie (E)
Gibson, Stella (E)	Vacca, Amerina (E)
Haralambopoulos, P. Betty (E)	Verner, Lee Ann (E)
Harding, Carol-Ann (S)	Walker, Ruth (E)
Hensen, Audrey (E)	Weinhardt, Ernie (S)
Hillis, Judith (E)	Whitmore, Joan (E)
Holloway, Keith (E)	Whitwell, John (S)
	Whyte, Andrea (E)
Jackson, Shawana (E)	Wiggins, Jane (E)
Kestell, Mary Louise (S)	Yung, Esther (E)
Krueger, Beverly (E)	Zwicker, Deborah (E)

(c) That the following teachers be appointed to the Occasional Staff, effective as shown, with salary according to schedule:

Helen Charalambopoulos, 1989 05 01 to 1989 06 30 (secondary)
 Mary-Lynn Fleming, 1989 04 14 to further notice (elementary)
 Janice Hayashi, 1989 04 07 to 1989 06 30 (elementary)
 Brian Hickox, 1989 04 03 to 1989 04 28 (secondary)
 Helen Kunic, 1989 05 23 to 1989 06 30 (secondary)
 Wendy Lorenzi, 1989 04 10 to 1989 06 30 (elementary)
 Diane Schofield, 1989 04 17 to further notice (elementary)
 Neil McIlveen, 1989 05 12 to further notice (secondary)

(d) That Elaine Nowell be appointed to the Probationary Secondary School Clerical and Secretarial Staff (Level 1 - maximum \$401.88 per week), effective 1989 05 15, with salary according to the Collective Agreement.

(e) That the resignations of the following teachers who are retiring on superannuation, effective 1989 06 30, be accepted with regret and that the Board's gratuity be paid:

George Anderson (secondary)
 Norman Aurini (secondary)
 Matthew Farrell (secondary)
 Julianne Giroux (elementary)
 Dorothy Linton (elementary)
 Edward Ryder (secondary)

(f) That the resignation of L. Joyce Slater, Secondary School Clerical and Secretarial Staff, for the purpose of retirement, effective 1989 06 30, be accepted with regret and that the Board's gratuity be paid.

(g) That the resignations of the following teachers, effective 1989 08 31, be accepted with regret:

Mariam Ali (elementary)
 Malcolm Buchanan (secondary)
 Alison E. Fletcher (elementary)
 Carole Hamelin (elementary)
 Carola Lane (elementary)
 Jill Linkert (secondary)
 M. Anne Lord (elementary)
 Patricia McAnally (elementary)
 Joan McDonald (secondary)
 Diane McKenzie (elementary)
 George Pater (secondary)
 Valentina Philp (elementary)
 Mary Scoffield (secondary)
 Patricia Stephenson (elementary)

(h) That the resignation of Kathleen Cline, Elementary School Clerical and Secretarial Staff, effective 1989 06 29, be accepted with regret.

(i) That the request of TVOntario for the secondment of Allen Craven, Education Officer, Utilization, Educational Services, effective 1989 09 01 to 1990 08 31, be granted. (elementary)

(j) That Terese Gallagher be promoted to the position of Consultant Middle School - Area 1), on an acting basis, effective 1989 09 01. (elementary)

(k) That Joan Browning be promoted to the position of Consultant (Early Identification - Junior Kindergarten), effective 1989 09 01 to 1990 06 30. (elementary)

(l) That the following extensions of Consultants, effective 1989 09 01 to 1990 06 30, be granted:

Eleanor Duncan (Writing to Read .5, Special Assignment .5)
 (elementary)
 Tina Falbo (Core French, Elementary) (elementary)
 Diane Trembley-Griffin (Primary - Area 2) (elementary)

(m) That Joanne Beard be promoted to the position of Acting Head of Department (Family Studies), effective 1989 09 01, with salary according to schedule. (secondary)

(n) That the following teachers be promoted to the position of Acting Assistant Head of Department, effective 1989 09 01, with salaries according to schedule:

Ronald Anderson (Technical) (secondary)
Jacqueline Feeney (Guidance) (secondary)

(o) That the request of Beverley Mulkewich for a Leave of Absence in order to serve as HWTa and HTF President, effective 1989 09 01 to 1990 08 31, be granted. (elementary)

(p) That the request of Wanda Bailey for a Leave of Absence in order to serve as Economic Policy Committee Chairperson for the H.T.F., effective 1989 09 01 to 1990 08 31, be granted. (elementary)

(q) That the request of Rein Ende for a half-time Leave of Absence in order to serve as President of the O.P.S.T.F., effective 1989 09 01 to 1990 08 31 (.5), be granted. (elementary)

(r) That the requests of the following teachers for Maternal Leaves of Absence, effective as shown, be granted in accordance with conditions governing Maternal Leave:

Linda Brown, 1989 09 01 to 1989 12 15 (secondary)
Linda Paradis, 1989 09 01 to 1989 12 28 (elementary)
Donna M. Pitt, 1989 07 03 to 1989 10 27 (elementary)

(s) That the requests of the following teachers for Maternal Leaves of Absence be granted in accordance with conditions governing Maternal Leave, followed by a Personal Leave of Absence for Parental Reasons, effective as shown:

Rosemary Almas, 1989 09 25 to 1990 02 02 (elementary)
Karen Baetz, 1989 09 01 to 1990 08 31 (secondary)
Rita Knapp, 1989 09 01 to 1990 08 31 (elementary)
Darlene Owen, 1989 09 18 to 1990 03 30 (elementary)
Joanne Sinclair, 1989 09 01 to 1990 01 31 (secondary)

(t) That the request of Stella Needham for a Personal Leave of Absence, effective 1989 09 01 to 1990 08 31, be granted. (elementary)

(u) That Nicholas Hughes be granted a Leave of Absence, without pay, effective 1989 05 08 to 1989 05 19. (elementary)

(v) That the requests of the following teachers for Long Term Disability Leaves of Absence, effective as shown, be granted:

Rosemary McShane, 1988 07 01 (elementary)
Katharine Pangborn, 1989 02 13 (elementary)

(w) That the following teachers be returned from Leave of Absence and assigned teaching duties, effective as shown:

Lynn Coulson-Hallas, 1989 06 12 (elementary)
Laurie Firlit, 1989 05 01 (elementary)

(x) That the effective dates of the Maternal Leave of Absence granted to Lynn Coulson-Hallas at the February Meeting, be changed to 1989 02 27 to 1989 06 09. (elementary)

(y) That the request of Robert Hutchison for an extension of his Long Term Disability Leave of Absence, effective 1989 09 01 to 1990 08 31, be granted. (elementary)

(z) That effective 1989 09 01, a one-year reciprocal agreement be arranged between the Hamilton Board of Education and the Ministry of Education, enabling Kathryn Pawlasek to serve as a Supervisory Officer with the Ministry of Education and Margaret Wolchak to serve as a Principal with the Hamilton Board of Education. (elementary)

(aa) That the request of Debra-Ann Kumita for an overseas exchange with a teacher from Australia for the period 1990 01 01 to 1990 12 31, be approved subject to the condition that a suitable exchange teacher from Australia can be arranged through the Ministry of Education. (elementary)

Respectfully submitted,

K. A. Rielly,
Director of Education
and Secretary

ADDED RECOMMENDATIONSELEMENTARY/SECONDARY

(bb) That the following teachers' names be added to clause (b):

Atkins, Sabine (E)	McGall, Jane (S)
Bertoldi, Rita (E)	Rees, Janice (S)
Brandt, Diane (E)	Reese, Mark (S)
Creighton, Ruth-Anne (E)	Taylor, Carol (S)
Heels, Joan (E)	Thomas, Jeffrey (S)
Kelday, Marie-Louise (E)	Vander Graaf, Yvonne (E)
Kihs, Ruth (E)	

(cc) That the following teachers' names be added to clause (c):

Donna Griffith, 1989 05 01 to 1989 06 30 (elementary)
 Kelly Rivet, 1989 05 01 to further notice (elementary)
 Gail Tyree, 1989 05 08 to 1989 06 30 (elementary)

(dd) That the following teacher's name be added to clause (e):

Eva Adkins (elementary)

(ee) That the following teachers' names be added to clause (g):

Linda Grant (elementary)
 Janette Heaven (elementary)
 E. Pauline Sandys (elementary)

(ff) That the request of the Ministry of Education for the secondment of Elizabeth Eickmeier to the Trillium School, effective 1989 09 01 to 1990 08 31, be granted. (secondary)

(gg) That the request of the Ministry of Education for the extension of the secondment of Robert Robinson to the Centre for Early Childhood and Elementary Education, effective 1989 09 01 to 1990 06 30, be granted. (elementary)

(hh) That Mary Johnson be appointed to the position of Special Assignment Teacher .5 - Area 1 (Centennial/Bennetto), effective 1989 09 01 to 1990 06 30. (elementary)

(ii) That the following teacher's name be added to clause (1):

Mary Jean Tycznski (Junior Division - Area 5) (elementary)

(jj) That the following teacher's names be added to (n):

Douglas Massey (History) (secondary)
 Jeffrey Nichol (Science) (secondary)

(kk) That Dorte Deans be promoted to the position of Acting Head of Department (Art), effective 1989 09 01 to 1990 01 31, with salary according to schedule. (secondary)

(ll) That Connie Hall be promoted to the position of Assistant Head of Department (Art). effective 1989 09 01 to 1990 01 31, with salary according to schedule. (secondary)

(mm) That the request of David Argent to relinquish his position as Head of Department (Music), effective 1989 09 01 to 1990 08 31, be granted. (secondary)

(nn) That the following teacher's name be added to clause (r):

Angela Leone-Camilleri, 1989 10 23 to 1990 02 16 (elementary)

(oo) That the request of Valerie Bryce for a Personal Leave of Absence, effective 1989 09 01 to 1990 08 31, be granted. (secondary)

(pp) That the requests of the following teachers for extensions of their Long Term Disability Leaves of Absence, effective as shown, be granted:

June Outram, 1989 09 01 (elementary)

Norval Redpath, 1989 09 01 (elementary)

(qq) That Betty Ferguson, Educational Assistant Staff, be returned from a Personal Leave of Absence, effective 1989 06 05.

URBAN MUNICIPAL
JUL 10 1989
GOVERNMENT DOCUMENTS

A G E N D A

PERSONNEL & ORGANIZATION COMMITTEE

1989 07 13

Confirmation of the minutes of the last regular meeting and special meeting
1989 06 29.

GENERAL

NEW BUSINESS:

1. Recommendations of the Director of Education - Pages 1 to 5
2. Personnel Training Report
3. Report of the Affirmative Action Committee - Page 6
4. Report of the Officials re Recruitment of Teachers - Pages 7 and 8

ELEMENTARY/SECONDARY

NEW BUSINESS:

1. Recommendations of the Director of Education - Pages 9 to 14
2. Requests re "Four Over Five Plan" - Page 15
 - Martin Cooper
 - Linda Woolfrey-Cooper
 - Charlotte Crouch
 - Janice Coulson

GOVERNMENT DOCUMENTS
JUL 1 1964
LIBRARY OF CONGRESS

Education Centre
100 Main Street West
Hamilton, Ontario
1989 07 13

To the Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

GENERAL

I have the honour to present the following recommendations for your approval:

- (a) That Sharon Fair be appointed to the position of Safety Technician, (Administrative Category 24 (under review) (maximum \$28,885 per annum), for a two year term, effective 1989 07 24 to 1991 07 23, with salary according to the salary schedule.
- (b) That Brian Seamans be appointed to the position of Consultant (Section 25 Programs), effective 1989 09 01 to 1990 08 31, with salary according to schedule. This appointment is subject to Ministry of Education funding and shall be reviewed annually. (Position classification approved by Salary Committee 1989 06 13).
- (c) That Connie Kidd, Psychological Consultant, be appointed to the position of Program Research Analyst, Research Services Department, Administrative Category 7 (under review) (maximum \$45,410 per annum), effective 1989 09 01, with salary according to the salary schedule. (10 month employment)
- (d) That Judith Bell be re-appointed to the position of Assistant, Staff Development (Administrative Category 11 - maximum \$39,577 per annum), for a three year term, effective 1989 09 01 to 1992 08 31, with salary according to the salary schedule.
- (e) That the resignation of Elizabeth Adam, Cleaning Staff, for the purpose of retirement, effective 1990 01 31, be accepted with regret and that the Board's gratuity be paid.
- (f) That the resignation of Jadze Stanaitis, Cleaning Staff, approved at the June meeting, be rescinded, and that her resignation for the purpose of retirement, effective 1989 06 29, be accepted with regret, and that the Board's gratuity be paid.

THE
OFFICE OF THE
SECRETARY OF THE
NAVY
WASHINGTON, D. C.

THE
OFFICE OF THE
SECRETARY OF THE
NAVY
WASHINGTON, D. C.

THE
OFFICE OF THE
SECRETARY OF THE
NAVY
WASHINGTON, D. C.

THE
OFFICE OF THE
SECRETARY OF THE
NAVY
WASHINGTON, D. C.

THE
OFFICE OF THE
SECRETARY OF THE
NAVY
WASHINGTON, D. C.

THE
OFFICE OF THE
SECRETARY OF THE
NAVY
WASHINGTON, D. C.

THE
OFFICE OF THE
SECRETARY OF THE
NAVY
WASHINGTON, D. C.

THE
OFFICE OF THE
SECRETARY OF THE
NAVY
WASHINGTON, D. C.

THE
OFFICE OF THE
SECRETARY OF THE
NAVY
WASHINGTON, D. C.

THE
OFFICE OF THE
SECRETARY OF THE
NAVY
WASHINGTON, D. C.

THE
OFFICE OF THE
SECRETARY OF THE
NAVY
WASHINGTON, D. C.

THE
OFFICE OF THE
SECRETARY OF THE
NAVY
WASHINGTON, D. C.

- (g) That the resignation of Gordon Bayliss, Caretaking Staff, for the purpose of retirement, effective 1989 10 31, be accepted with regret, and that the Board's gratuity be paid.
- (h) That the resignation of Margaret Copland, Clerical Staff, for the purpose of retirement, effective 1989 08 31, be accepted with regret, and that the Board's gratuity be paid.
- (i) That the resignation of Jack Stuart Dell, Caretaking Staff, effective 1989 07 14, be accepted with regret.
- (j) That Robert Eydt be confirmed in the position of Education Centre Foreman, effective 1989 06 13.
- (k) That Ernest Salmon be confirmed in the position of Manager - Caretaking Services, effective 1989 06 20.
- (l) That the following be confirmed in the position of Secondary School Foreman, effective 1989 07 01:

Donald Grasely
James Willson

- (m) That Edward Maskell be confirmed in the position of Supervisory Foreman, effective 1989 07 25.
- (n) That Gail Tessier be confirmed in the position of Office Assistant - Computers in Education Department, effective 1989 09 01.
- (o) That Ingrid Scott, Research Librarian, be promoted to the position of Head Librarian, Dr. Harry Paikin Library (Administrative Category 9 - maximum \$42,826 per annum), with a one year probationary period, effective 1989 07 24, with salary according to the salary schedule.
- (p) That Monica Zylowski, Clerical Staff, be promoted to the position of Data Control Clerk, Computer Services Department (Category C - maximum \$452.00 per week), effective 1989 07 04, with salary according to the salary schedule.
- (q) That Kathy Adrian, Clerical staff, be promoted to the position of Buyer Clerk, Purchasing Department (Category C - maximum \$452.00 per week), effective 1989 07 17, with salary according to the salary schedule.
- (r) That Patricia Binkley, Clerical Staff, be promoted to the position of Secretary, Assistant Superintendent, Special Services, Category D (under review) (maximum \$495.00 per week), effective 1989 06 19, with salary according to the salary schedule.
- (s) That the request of Joan Harrower, Clerical Staff, for a Personal Leave of Absence, effective 1989 09 05 to 1989 12 01, be granted.
- (t) That the request of Susan Mawson, Administrative Staff, for a Maternal Leave of Absence, effective 1989 08 14 to 1989 12 08, in accordance with the Employment Standards Act, be granted.

Respectfully submitted,
K. A. Rielly,
Director of Education
and Secretary

June 30, 1989

JOB DESCRIPTION

PROGRAM RESEARCH ANALYST
RESEARCH SERVICES DEPARTMENT

1: STANDARDIZED TESTING PROGRAM

- Management of inventory and procuring materials from publishers
- Co-ordination of the distribution of supplies and technical manuals
- Preparation of directives to principals
- Organization and supervision of marking
- Analyzing & reporting of results to principals and teachers
- Inservice to principals and teachers regarding administration, interpretation and program revision for individual students based on test results
- Extension of the present in-house scoring service using the Research Department electronic scanner and related software

Note: For 1989-90, the standardized testing program will involve approximately 2300 students per grade for each of the following tests (13,800 testing situations):

Grade 3 Otis-Lennon School Ability Test
Grade 6 Otis-Lennon School Ability Test
Grade 5 Gates-MacGinitie Reading Test
Grade 8 Gates-MacGinitie Reading Test
Grade 3 Canadian Achievement Test
Grade 6 Canadian Achievement Test

Many schools have individual standardized testing programs in addition to the programs listed above which require support from the Research Services Department. This support will be provided by the Program Research Analyst.

2: EVALUATION AND RESEARCH REPORTS

NOTES

(A) These tasks vary from year to year. Some requests for reviews are already in place for 1989-90 and are listed below. While some of this work will be done by other members of the department, the Program Research Analyst will be involved mainly as project leader in all of these studies. Requests could originate with trustees, senior officials, area offices or central office department heads.

(B) These reports are formal in nature and involve the evaluation of HBE programs as per the following steps:

- Preliminary meetings with clients to clarify the extent of the project and to determine goals of the study
- Negotiating feasibility and timelines for study
- Designing the evaluation strategy
- Development of appropriate evaluation instruments
- Gathering of the data
- Analysis of the data and synthesis of issues;
- briefing clients of progress and preliminary results
- Preparation of the report
- Presentation of the report (usually to senior officials as well as teachers and principals involved with the topic)

(C) In 1989-90, the types of research projects will include:

- (i) A review of computer assisted instruction in middle school music programs to be developed in conjunction with the Assistant Superintendent of Curriculum and the Coordinator of Music
- (ii) An assessment of the exit strengths of grade 8 students in core French as a function of increased time on task in the junior and intermediate grades as required by Ministry of Education regulations (This will be a longitudinal study, beginning with the results of June, 1989, and continuing for five years.)
- (iii) A review of the outdoor education program from grade 6 to the completion of the secondary program (To be prepared in conjunction with the Curriculum Department and the outdoor teachers)
- (iv) Westmount 1990 (an assessment of attitude shifts of staff, students and parents as a result of the implementation of an innovative instructional model; the pre-program data was gathered in March, 1987)
- (v) A summary review of the French Immersion Program to June 1989
- (vi) The development of a revised evaluation design for the French immersion program using newly developed French language test instruments, in conjunction with the coordinator of languages.

2. EVALUATION AND RECOMMENDATIONS

1975

(A) These results were from two years of data. The program was designed to be a pilot project for the future. The results are preliminary and should be used as a guide for future planning. The program was designed to be a pilot project for the future. The results are preliminary and should be used as a guide for future planning.

- The program was designed to be a pilot project for the future.
- The results are preliminary and should be used as a guide for future planning.
- The program was designed to be a pilot project for the future.
- The results are preliminary and should be used as a guide for future planning.
- The program was designed to be a pilot project for the future.
- The results are preliminary and should be used as a guide for future planning.
- The program was designed to be a pilot project for the future.
- The results are preliminary and should be used as a guide for future planning.
- The program was designed to be a pilot project for the future.
- The results are preliminary and should be used as a guide for future planning.

(B) The program was designed to be a pilot project for the future. The results are preliminary and should be used as a guide for future planning. The program was designed to be a pilot project for the future. The results are preliminary and should be used as a guide for future planning. The program was designed to be a pilot project for the future. The results are preliminary and should be used as a guide for future planning.

(C) The program was designed to be a pilot project for the future. The results are preliminary and should be used as a guide for future planning. The program was designed to be a pilot project for the future. The results are preliminary and should be used as a guide for future planning. The program was designed to be a pilot project for the future. The results are preliminary and should be used as a guide for future planning.

3: ADMINISTRATIVE ACTIVITIES

(i) Development of annual and long-term research plans that reflect system priorities for evaluations during the planning period.

(ii) The September Board Report (This document is used by the Ministry of Education to monitor many board of education programs and functions, especially in special education, for the purposes of grant payment and adherence to Ontario government legislation.)

(iii) A review of promotion rates in elementary schools. The objective of this report is to monitor school promotion policies on a school-by-school basis. Portions of the report are also forwarded to principals to further analyze their own pupil promotion practices.

(iv) A review of drop-out rates in secondary schools. This report is developed to advise with senior officials, and guidance staff of our schools as well as placement officers of community colleges and universities regarding secondary school student destinations.

(v) Analysis of working conditions of the teaching staffs in junior and middle schools. These reports are used by senior officials and the Human Resources Department in discussions with the elementary teachers' federations.

(vi) Providing research and information support to various committees of the board.

REPORT OF THE

AFFIRMATIVE ACTION COMMITTEE

Present: M. Cunningham (Chairman); Trustees Bishop, Mulholland and Clarke

Also

Present: Trustee Johnston
M. Sween (Visible Minority Representative), L. Evans (H.P.A.),
L. Tindall (Women Teachers' Association), S. Ophoven (O.P.S.T.F.),
D. Deans (O.S.S.T.F.), M. Davies (Non-Union Clerical
Association), J. Howard (O.P.E.I.U),

Officials

Present: K. A. Rielly (Director of Education and Secretary)
B. Sinclair (Superintendent of Human Resources)
L. Sproule-Jones (Affirmative Action Co-ordinator)

The Committee recommends:

GENERAL

- a) That the Update: Job Experience Project be received for information.
- b) That the Report on the Applicant Tracking Project be received for information.
- c) That the Revised Harassment Policy be accepted as presented to the members.
- d) That the Report on the Career Path Project be received for information.

Respectfully submitted,

M. Cunningham,
Chairman

Committee Room
1989 06 12

1989 07 13.

To the Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

RE: TEACHER RECRUITMENT

A revised system approach is needed to respond to changing conditions affecting teacher hiring.

Some forecasts indicate future teacher shortages, particularly in specialized fields such as French, Technological, Business, Mathematics, and Science.

We are currently experiencing significant turn-over in the staff of the elementary and secondary panels caused by normal and early retirements. This has meant hiring a large number of new teachers, particularly for the elementary panel. This trend might continue for several more years, although retirement rates may moderate with the removal this year of the "Superannuation Window."

Other urban school boards have had similar experiences, and, in addition, some boards are hiring to cope with substantial enrolment increases.

While many new teachers are required across the province, the supply of graduates from the Faculties of Education has generally not increased.

With a renewed demand for teachers in a highly competitive market, a creative and proactive program to attract the best qualified teachers is needed.

As a result of these conditions, we are taking the following action:

1. The Associate Director, in consultation with the Superintendent of Human Resources, is appointing a Committee with system representation to review our teaching hiring program.
2. Terms of reference for the review will include,
 - ° Recruitment objectives and strategies
 - ° Future staffing requirements
 - ° Hiring criteria and selection procedures
 - ° Equal Employment Opportunities
 - ° In-service training for selectors

3. Appropriate resources to be made available to facilitate the review.
4. Report of the Committee to be submitted to the Office of the Director by November 30, 1989.

Recommendation:

That the report on Teacher Recruitment be received for information.

Submitted by: Bruce Sinclair,
Superintendent of Human Resources.

A. L. Stockwell,
Associate Director of Education.

Approved by: Keith Rielly,
Director of Education and Secretary.

Education Centre
100 Main Street West
Hamilton, Ontario
1989 07 13

To the Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

ELEMENTARY/SECONDARY

I have the honour to present the following recommendations for your approval:

(a) That the following teachers be appointed to the Probationary Staff, effective 1989 09 01, with salaries according to schedule:

Joanne Aucoin (elementary)	Susan MacDonald (elementary)
Elizabeth Berneche (elementary)	Elizabeth McQueen 4/6 (both Sem. 1 & 2)
John Blackmore (elementary)	Gus Mihailovich (elementary)
Faith Bland (elementary)	Patricia Murrell-Wright (elementary)
Sharon Bray (secondary)	Marjorie Nelson (elementary)
Dzintra Bush (elementary)	Charlotte Reed (.5) (elementary)
Gary Compton (elementary)	Sharon Roth (secondary)
Cindy Cosentino (elementary)	Jeanine St. Pierre (elementary)
Jeffrey Deans (elementary)	Aleida Sanderson-Bagchus (secondary)
Susann Durst (elementary)	David Sawatzky (elementary)
Francis Elliott (.5) (elementary)	Paula Scott (secondary)
Mark Forsyth (elementary)	Theresa Simmons (elementary)
Danae Fraser (elementary)	Darlene Smith (elementary)
Robert Fraser (secondary)	Janice Spring (elementary)
Thomas Fright (elementary)	Leslie Stewart (elementary)
Leslie Grant (elementary)	Janice Stickle (.5) (elementary)
Sandra Hodson (secondary)	Annette Tonogai (elementary)
L. Kim Hutt-Taylor (secondary)	Ursula Vander Ploeg (elementary)
Harland Izatt (elementary)	Ronald Vine (elementary)
Patricia Jessop (elementary)	Mary Beth Wheeler (.5) (elementary)
J. Scott Lowrey (elementary)	Suzanne Williamson (elementary)
Shirley MacDonald (elementary)	

(b) That the appointment of Brian Buck to the Probationary Staff, effective 1989 09 01, approved at the June Meeting, be rescinded. (elementary)

(c) That Maelly Lew be appointed to the Occasional Staff, effective 1989 05 04 to 1989 06 06, with salary according to schedule. (secondary)

(d) That the appointment of Wanda Lane, Consultant (Special Education - Area 1), be extended, effective 1989 09 01 to 1991 08 31.

(e) That the following be appointed to the probationary Secondary School Clerical and Secretarial Staff (Level 1 - maximum \$401.88 per week), effective as shown, with salary according to the Collective Agreement:

Donna Beattie, 1989 07 17
Theresa Thornton, 1989 07 04

(f) That the resignation of Nancy Meyer, who retired on superannuation, effective 1988 12 31, be accepted with regret. (elementary)

(g) That the resignation of Susan Wojcicki, Secondary School Clerical and Secretarial Staff, effective 1989 08 18, be accepted with regret.

(h) That the resignation of Kathleen Cline, Elementary School Clerical and Secretarial Staff, approved at the June meeting, be rescinded, and her resignation for the purpose of retirement, effective 1989 06 29, be accepted with regret, and that the Board's gratuity be paid.

(i) That the resignation of Catherine Gumbert, Educational Assistant - Lunchroom Program, effective 1989 05 30, be accepted with regret.

(j) That the resignation of Patricia MacDonald, Elementary School Clerical and Secretarial Staff, effective 1989 06 14, be accepted with regret.

(k) That the resignation of Sharron Ciannavei, Educational Assistant Staff, effective 1989 06 29, be accepted with regret.

(l) That the requests for release of contract from the following teachers, effective 1989 08 31, be accepted with regret:

Susan Bradley (elementary)
Sandra Katz (secondary)
Trevor Leslie (elementary)
Penelope Mitton (elementary)
Stella Needham (elementary)

(m) That Lynne Morris be confirmed in the position of Elementary School Secretary, effective 1989 09 01. (10 month employment)

(n) That Bonnie Robertson be confirmed in the position of Administrative Assistant - Secondary schools, effective 1989 09 01.

(o) That the following teachers be promoted to the position of Acting Head of Department, effective 1989 09 01, with salaries according to schedule:

Elaine Crawford (Business)
Karin Eckart (Languages)
Gordon Richardson (Physical and Health Education)
Marilyn Richter (ESL/D)

(p) That the following teachers be promoted to the position of Acting Assistant Head of Department, effective 1989 09 01, with salaries according to schedule:

Kenneth Hayashi (Guidance)
David Henderson (Languages)
John Paul Morrison (English)
Michael Sampson (Technical)

(q) That the promotion of Terese Gallagher to the position of Consultant (Middle School - Area 1), approved at the June Meeting, be changed to Consultant (Junior Middle School - Area 1), on an acting basis, effective 1989 09 01.

(r) That Norma Rookwood, Clerical Staff, be promoted to the position of Elementary School Secretary (Category C - maximum \$452.00 per week), effective 1989 08 21, with salary according to the salary schedule. (10 month employment)

(s) That Carol Verebelyi, Elementary School Clerical and Secretarial Staff, be promoted to the position of Elementary School Secretary (Category C2 - maximum \$468.00 per week), effective 1989 08 21, with salary according to the salary schedule. (10 month employment)

(t) That the following Elementary School Clerical and Secretarial Staff, be promoted to the position of Elementary School Secretary (Category C - maximum \$452.00 per week), effective 1989 08 21, with salary according to the salary schedule. (10 month employment):

Paula Doucet
Diane Hollick

(u) That Sharon Fisher, Clerical Staff, be promoted to the position of Administrative Assistant - Secondary Schools (Administrative Category 17 - maximum \$35,588 per annum), with a one year probationary period, effective 1989 07 17, with salary according to the salary schedule.

(v) That the following teachers be transferred to the Permanent Staff, effective 1989 09 01, with salaries according to schedule:

Lori Acciaroli (elementary)	Joyce Laidlaw (elementary)
Diane Aitken (elementary)	Barbara Lam (elementary)
Barbara Allum (elementary)	Beverley Lasky (elementary)
Linda Arndt (elementary)	Florence Lewis (elementary)
Alexandra Aziz (secondary)	Mary Lindsay (elementary)
Marianne Bailey (elementary)	Sylvie Losier (elementary)
Paul Barber (secondary)	Loretta Lueloff (secondary)
Bruce Barrett (elementary)	Lynne MacDonald (elementary)
Karen Barrett (secondary)	Leanne Mackenzie (secondary)
Theresia Bauer (elementary)	Susan Mackrory (elementary)
Sarah Beaven (elementary)	Karen Maerz (elementary)
Jennifer Beavers (elementary)	Jean Mah (elementary)
George Behr (elementary)	Maria Marazia (elementary)
Tammy Biggs (secondary)	Wendy Martin (elementary)
Gysele Blais (elementary)	Richard Mason (elementary)
Pierre Blais (elementary)	Sharon McCarroll (elementary)
Celia Borges (secondary)	Mary McDiarmid (elementary)
Laura Boyd (elementary)	Mary Colleen McIntyre-deSouza (elementary)
Kathryn Brink (elementary)	Christine McKinty (secondary)

Susan Brooker (elementary)
 Marissa Bucci (elementary)
 Robert Carle (elementary)
 Janet Carmichael (secondary)
 Jeanne Carson (elementary)
 Timothy Chatterton (secondary)
 Joanne Cheyne (elementary)
 Jo-Ann Christian (elementary)
 Paul Clarke (secondary)
 Anita Condari (elementary)
 Marjorie Cooke (elementary)
 Eduardo Cordero (secondary)
 Terri-Ann Crewson (elementary)
 Anne De Clara (elementary)
 Marilyn dePass (elementary)
 Irene Dewar (elementary)
 Laura Dowling (secondary)
 Norma Ducau (secondary)

 Kenneth Durkacz (secondary)
 Edward Early (elementary)
 Darlene Elliott (elementary)
 Mary Kathryn Evans (elementary)
 Nancy Fernihough (elementary)
 Carolyn Foreman (elementary)
 Barbara Francis (elementary)
 Gwenn French (secondary)
 Vaso Gajic (secondary)
 Nancy Gerstenberger (elementary)
 Simone Goldsmith (elementary)
 Katheryn Goodin (elementary)
 Katherine Goodwin (secondary)
 Cynthia Grau (elementary)
 Ruth Greedan (elementary)
 Paula Griffin (secondary)
 Barbara-Ann Griffith (elementary)
 Karen Hahn (elementary)
 Richard Hart (elementary)
 Judith Haskell (elementary)
 William Hazell (elementary)
 Julia Herron (elementary)
 Francesca Hill (elementary)
 Douglas Holmes (secondary)
 Deborah Horvath (elementary)
 Helen Hubar (elementary)
 Marilyn Ialungo (elementary)
 Christine Johnson (elementary)
 Mark Jones (secondary)
 William Jorritsma (elementary)
 Robert Kendall (secondary)
 Diana Kidd (elementary)
 Linda Kidney (elementary)
 Carole Kippers (elementary)
 Nancy Kowalchuk (elementary)

Judith Meertens (elementary)
 Terrence Micalleff (secondary)
 Andrea Mozarowski (secondary)
 Janis Muller (elementary)
 Donna Mulligan (secondary)
 Rhonda Neale (elementary)
 Christina Nesbitt (secondary)
 Paula Newcombe (elementary)
 Patricia Noel (elementary)
 Linda O'Brien (elementary)
 Thomas O'Brien (secondary)
 Sharon O'Halloran (elementary)
 Leslie Peters (elementary)
 David Phillips (elementary)
 Laima Pohl (secondary)
 Elaine Poot (secondary)
 Darlene Pryde (elementary)
 Maryellen Reilly (elementary)
 Marilyn Richter (secondary)
 Norma Ridge (elementary)
 Al Ridley (secondary)
 Sonia Rizzato (secondary)
 Sherry Romaniw (elementary)
 Janet Ross (secondary)
 Michael Sampson (secondary)
 Elisena Santucci (elementary)
 Tracy Scandlan (elementary)
 Linda Schultz (elementary)
 Mary Scime (elementary)
 Janice Scott (secondary)
 Anne-Marie Scoular (elementary)
 Jean Sedmihradsky (elementary)
 Lynn Shedden (elementary)
 Clive Shepherd (elementary)
 Wendy Sherwood (secondary)
 Lucy Shipman (secondary)
 Gloria Smith (elementary)
 Jeanne Soondarsingh (elementary)
 Michael Steel (elementary)
 Hollis Stephen (elementary)
 Michael Stock (elementary)
 Kasturie Surat (secondary)
 Barbara Thoman (elementary)
 Linda Tryon (elementary)
 Susan Uberig (elementary)
 Irene Vanderlubbe (elementary)
 David Waud (secondary)
 Linda Welsh (elementary)
 Linda Wilson (elementary)
 Diane Windsor (elementary)
 David Wishart (elementary)
 Colleen Wray (secondary)
 Margaret Young (secondary)

(w) That the following teachers be transferred from the Elementary Panel to the Secondary Panel, effective 1989 09 01:

Joanne Beard
Ghislaine Dean 3/6 (Full Time Sem. 2 Only)
Lane Hazelwood
Frank Laberto

(x) That the following teachers be transferred from the Secondary Panel to the Elementary Panel, effective 1989 09 01:

Paul Barber
Dorothy Borsi

(y) That the following teachers be transferred from the Elementary Panel to the Secondary Panel (Reciprocal), effective 1989 09 01:

Dennis Jutzi	Paul Reble
Samuel McMinn	Maria Rikac-McCarthy
Carolyn Middleton	Karen Tsuji

(z) That the following teachers be transferred from the Secondary Panel to the Elementary Panel (Reciprocal), effective 1989 09 01:

Arlene Charters	Marvin Kuehn
Ann Cook-Petz	Laima Pohl
Randall Gallant	Edward Stodulka

(aa) That the requests of the following teachers for Maternal Leaves of Absence, effective as shown, be granted in accordance with conditions governing Maternal Leave:

Jane Snider, 1989 09 12 to 1990 01 12 (elementary)
Carrie Tyrosvoutis, 1989 09 01 to 1989 12 28 (elementary)

(bb) That the requests of the following teachers for Maternal Leaves of Absence, be granted in accordance with conditions governing Maternal Leave and that these Leaves be followed by Leaves of Absence for Parental reasons, effective as shown:

Laurie Gregory, 1989 07 03 to 1990 08 31 (elementary)
Martha MacDonald, 1989 09 01 to 1990 08 31 (elementary)

(cc) That the requests of the following teachers for Parental Leaves of Absence, effective as shown, be granted:

Brigitte Brockelbank, 1989 09 01 to 1990 08 31 (elementary)
Jane Hashimoto-Banks, 1989 09 01 to 1989 12 31 (elementary)

(dd) That the requests of the following teachers for extensions of their Long Term Disability Leaves of Absence, effective 1989 09 01, be granted:

Margaret Ainsworth
Mary Law

(ee) That the request of Elizabeth D'Angelo for a Personal Leave of Absence, without pay, effective 1990 01 08 to 1990 01 19, be granted. (elementary)

(ff) That the request by Sandra Katz for an extension of her Personal Leave of Absence, effective 1989 09 01 to 1990 08 31, granted at the May Meeting, be rescinded. (secondary)

(gg) That the request of Stella Needham for a Personal Leave of Absence, effective 1989 09 01 to 1990 08 31, granted at the June Meeting, be rescinded. (elementary)

(hh) That the following teachers be returned from Leave of Absence and assigned teaching duties, effective 1989 09 01:

Jutta Busch (elementary)	Rosemary McShane (elementary)
Linda Charko (.5) (elementary)	Alan Moorhead (elementary)
Victoria Goettler (.6) (elementary)	Katherine Pangborn (elementary)
Joanne Green (elementary)	Janice Park (.5) (elementary)
Monika Grenville (elementary)	Christine Rees (.5) (elementary)
Barbara Griffith (elementary)	Peppy Tew (elementary)
Catherine Haggarty (secondary)	Janet Verhaeghe (elementary)
Jeanette Hughes (.5) (elementary)	Kathryn Weber (elementary)
Beverly Kurey (elementary)	Victoria Weekes (secondary)
Kathy Lenz (elementary)	Dorothy White (4/6 Sem. 1 and 2) (secondary)
Sylvia Lennon (secondary)	Peter Whyte (secondary)
Laura Manente (.5) (elementary)	

(ii) That the request of Kathy Griffiths, Secondary School Clerical and Secretarial staff, for a Personal Leave of Absence, effective 1989 07 10 to 1990 07 09, be granted.

(jj) That an exchange between Christine McCulloch (Hamilton Board) and Edward Weins (Halton Board) be extended for a one year period, effective 1989 09 01, in accordance with the Board's Leadership Program. (secondary)

(kk) That the request of Brenda J. Little for an overseas exchange with a teacher from Australia for the period 1990 09 01 to 1990 12 31, be approved subject to the condition that a suitable exchange teacher from Australia can be arranged through the Ministry of Education. (elementary)

(ll) That Susan Radford, School Social Worker, be employed on a half-time basis, effective 1989 09 01 to 1990 06 30, and that the employment schedule be reviewed annually. (10 month employment)

(mm) That the employment schedule for Jennifer Long, School Social Worker, be increased from half-time to full-time, effective 1989 09 01. (10 month employment)

(nn) We regret to announce the death of Gary Barker, teacher, on 1989 06 30.

Respectfully submitted,

K. A. Rielly,
Director of Education
and Secretary

REQUESTS FOR "FOUR OVER FIVE" PLAN

That the following requests re "Four Over Five" Plan be approved:

i) That approval be granted for the request of Martin Cooper to change the date of his Leave of Absence under the Salary Holdback Plan ("Four over Five"), of the Secondary School Collective Agreement, from the second semester of the 1989-1990 school year, effective 1990 02 01 to 1990 06 30, to the 1992-1993 school year, effective 1992 09 01 to 1993 08 31.

ii) That approval be granted for the request of Linda Woolfrey-Cooper to change the date of her Leave of Absence under the Salary Holdback Plan ("Four over Five"), of the Secondary School Collective Agreement, from the second semester of the 1989-1990 school year, effective 1990 02 01 to 1990 06 30, to the 1992-1993 school year, effective 1992 09 01 to 1993 08 31.

iii) That the Board rescind the leave of absence granted to Charlotte Crouch for the 1990 - 1991 school year, effective 1990 09 01 to 1991 08 31 and approve her request to withdraw from the Salary Holdback Plan ("Four Over Five").

iv) That approval be granted for the request of Janice Coulson for a Leave of Absence under the Salary Holdback Plan ("Four Over Five"), for the 1994-1995 school year, effective 1994 09 01 to 1995 08 31, subject to the 1989-1990 Elementary School Collective Agreement

NOTES ON THE CASE

The following notes are taken from the case file.

1. The case is a matter of fact, and the facts are as follows: The plaintiff, who is a resident of the State of New York, has brought this action against the defendant, who is a resident of the State of New York, for the purpose of recovering damages for the loss of a certain sum of money.

2. The plaintiff claims that the defendant is liable for the loss of the money, and that the defendant is responsible for the loss of the money. The plaintiff claims that the defendant is liable for the loss of the money, and that the defendant is responsible for the loss of the money.

3. The defendant claims that the plaintiff is not liable for the loss of the money, and that the plaintiff is responsible for the loss of the money. The defendant claims that the plaintiff is not liable for the loss of the money, and that the plaintiff is responsible for the loss of the money.

4. The court has found that the plaintiff is liable for the loss of the money, and that the plaintiff is responsible for the loss of the money. The court has found that the plaintiff is liable for the loss of the money, and that the plaintiff is responsible for the loss of the money.

RECEIVED BY THE
PUBLIC LIBRARY
1903

CA40NHBLW26

A36

URBAN MUNICIPAL
SEP 11 1989
GOVERNMENT DOCUMENTS

A G E N D A

PERSONNEL & ORGANIZATION COMMITTEE

1989 09 14

Confirmation of the minutes of the last regular meeting of 1989 07 13 and special meeting of 1989 08 31.

↓.
missing

GENERAL

NEW BUSINESS:

1. Recommendations of the Director of Education - Pages 1 and 2.
2. Appointment of Supervisory Officers - requested by Trustee Bishop

ELEMENTARY/SECONDARY

NEW BUSINESS:

1. Recommendations of the Director of Education - Pages 3 to 6.
2. Request re Four Over Five Plan - C. Kostur - Page 7.
- A. Pidruczny

I

Education Centre
100 Main Street West
Hamilton, Ontario
1989 09 14

To the Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

GENERAL

I have the honour to present the following recommendations for your approval:

- a) That Lisa Anderson be appointed to the probationary Clerical Staff (Category A-B - maximum \$402.00 per week), effective 1989 08 14, with salary according to the salary schedule.
- b) That the resignation of Audrey H. Hallon, Cleaning Staff, for the purpose of retirement, effective 1989 07 25, be accepted with regret and that the Board's gratuity be paid.
- c) That the resignation of Arthur Graves, Foreman, Maintenance Staff, for the purpose of retirement, effective 1989 12 31, be accepted with regret and that the Board's gratuity be paid.
- d) That the resignation of Claire L. Short, Clerical Staff, effective 1989 08 04, be accepted with regret.
- e) That the resignation of Edward R. Hodgins, Manager, Financial Services, effective 1989 10 27, be accepted with regret.
- f) That the following staff be confirmed in the stated positions, effective 1989 09 01:

Lynn Costello, Speech/Language Pathologist
Deborah McQuin, Speech/Language Pathologist
Vince Meli, Collective Bargaining Analyst
Ruth Millar, Section Leader - Office of the Secretary of the Board
Sylvia Scarrow, Employment Officer

- g) That Leslie Ferguson, Elementary School Clerical and Secretarial Staff, be promoted to the position of Library Technician, Dr. Harry Paikin Library, Category E, (maximum \$514.00 per week), effective 1989 08 28, with salary according to the salary schedule.
- h) That the request of Catherine Pilon, Cleaning Staff, for a Maternal Leave of Absence, effective 1989 10 02 to 1990 01 31, in accordance with the Collective Agreement, be granted.

- i) That the request of Linda Sproule-Jones, Affirmative Action Co-ordinator, for a Personal Leave of Absence, effective 1990 01 02 to 1990 04 30, be granted.
- j) That Kathy MacDonald, Clerical Staff, be returned from a Leave of Absence, effective 1989 08 28.
- k) That Carolyn Wilson, Clerical Staff, be returned from a Maternal Leave of Absence, effective 1989 09 15.
- l) We regret to announce the death of Edward H. Blake, Maintenance Staff, on 1989 07 19.

Respectfully submitted,

K. A. Rielly,
Director of Education
and Secretary

Education Centre
100 Main Street West
Hamilton, Ontario
1989 09 14

To the Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

ELEMENTARY/SECONDARY

I have the honour to present the following recommendations for your approval:

(a) That the following teachers be appointed to the Occasional Staff, effective as shown, with salaries according to schedule:

Isabel Almeida, 1989 09 05 to further notice (elementary)
Joseph Citino, 1989 09 05 to further notice (elementary)
Lia Cove, 1989 09 05 to further notice (secondary)
Louise Creaghan, 1989 09 05 to further notice (secondary)
Kathryn Fournier, 1989 09 18 to 1990 03 30 (elementary)
Richard Kaszas, 1989 09 05 to 1989 12 21 (elementary)
Margaret E. Plant, 1989 09 05 to further notice (elementary)

(b) That Valerie Consoli be appointed to the probationary Secondary School Clerical and Secretarial Staff (Level 1 - maximum \$401.88 per week) effective 1989 07 24, with salary according to the Collective Agreement.

(c) That the resignation of Glenn Mallory, Co-ordinator, who is retiring on superannuation, effective 1990 06 30, be accepted with regret and that the Board's gratuity be paid. (secondary)

(d) That the resignation of Arthur Wormald, who is retiring on superannuation, effective 1989 10 31, be accepted with regret and that the Board's gratuity be paid. (secondary)

(e) That the appointment of Violet Hennessey to the position of Acting Head of Department (Family Studies) approved at the January 1989 Meeting, be extended to 1989 12 31. (secondary)

(f) That the resignation of V. Darlene MacDonald, Secondary School Secretarial & Clerical Staff, effective 1989 09 05, be accepted with regret.

(g) That the following Vice-Principals be confirmed in their positions, effective 1989 09 01:

Ronald Halmos - Secondary
Susan Joyce - Elementary
Brian Snell - Elementary

(h) That the following Principals be confirmed in their positions, effective 1989 09 01:

Kenneth Bain - Elementary
David Gallagher - Elementary
Anne Puusepp - Elementary
Donald Roppel - Secondary
David Staples - Elementary
Douglas Steele - Elementary

(i) That the following staff members be confirmed in the position stated, effective 1989 09 01:

Iris Chatten, Assistant to the Principal (Voc. Sec.) (secondary)
Mary Cosic, Head of Department (Languages) (secondary)
Alexander MacFarlane, Head of Department (Science) (secondary)
Susan McBurney-Fowler, Head of Department (Family Studies)
(secondary)
Walter Michalsky, Assistant Head of Department (English)
(secondary)
James Reiser, Assistant Head of Department (Technical) (secondary)
Nancy Rundle, Head of Department (Languages) (secondary)
Jon Sims, Head of Department (Geography) (secondary)
Joanne Sinclair, Head of Department (Family Studies) (secondary)
Sheelagh Wood, Head of Department (English) (secondary)

Ingrid Maraj, School Social Worker
Colleen Redmond, Community School Leader

(j) That the following teachers be transferred from the Elementary Panel to the Secondary Panel, effective 1989 09 01:

George Karambalas
Donna Mulligan

(k) That Anne Marie Pegg be transferred from the Secondary School Clerical and Secretarial Staff (O.P.E.I.U.) to the position of Alternative Education Secretary (.5), A.C.E.S. Program, (Category B2 - maximum \$417.00 per week) (non-union clerical staff), effective 1989 08 28, with salary according to the salary schedule. (10 month employment)

(l) That the requests of the following teachers for Personal Leaves of Absence, effective as shown, be granted:

Michelle Friessen, 1989 09 01 to 1990 08 31 (elementary)
Elaine Poot, 1989 09 01 to 1990 08 31 (secondary)
Jean Schaeffer, 1989 09 01 to 1990 08 31 (elementary)
Margaret Willett, 1989 09 01 to 1990 05 31 (elementary)

(m) That the request of the following Educational Assistant Staff for a Personal Leave of Absence, effective as shown, be granted:

Sandra Dunsdon, 1989 09 05 to 1990 06 29
Patricia Leeming, 1989 09 18 to 1990 01 05

(n) That the request of Marjorie Bowker, Elementary School Clerical and Secretarial Staff, for a Personal Leave of Absence, effective 1989 09 05 to 1990 06 29, be granted.

(o) That the requests of the following teachers for Maternal Leaves of Absence, effective as shown, be granted in accordance with conditions governing Maternal Leave:

Joanne Restivo, 1989 10 23 to 1990 02 16 (secondary)
Carla Small, 1989 11 22 to 1990 03 21 (elementary)

(p) That the request of Mary Lubanovic for a Maternal Leave of Absence, effective 1990 01 08 to 1990 05 04, be granted in accordance with conditions governing Maternal Leave and that this Leave be followed by a Parental Leave of Absence until 1990 08 31. (elementary)

(q) That the request of Ruth Hall, Elementary School Clerical and Secretarial Staff, for a Maternal Leave of Absence, effective 1989 09 25 to 1990 01 19, in accordance with the Employment Standards Act, to be followed by a Personal Leave of Absence, effective 1990 01 22 to 1990 03 16, be granted.

(r) That the effective dates of the Maternal Leave of Absence granted to Jane Snider at the July meeting be changed to 1989 09 18 to 1990 01 12. (elementary)

(s) That the following teachers be returned from Leaves of Absence and assigned teaching duties, effective 1989 09 01:

Susan Gadsby-Prest (.5) (elementary)
Sharon Paterson (elementary)
Helen Rojenko (elementary)

(t) That Eileen Runchey, Educational Assistant, be returned from a Leave of Absence, effective 1989 10 10.

(u) That the following Secondary School Clerical and Secretarial Staff be returned from a Leave of Absence, effective as shown:

Cindy Carroll, 1989 09 12
Maria York, 1989 08 21

(v) That the following timetable increases be approved effective 1989 09 01:

Anne Klaus, from 4/6 to 5/6 (F.T. Sem. 1, 2/3 Sem. 2) (secondary)

(w) That the following timetable decreases be approved effective 1989 09 01:

Rita Bertolida, from 1.0 to .5 (elementary)
Christine Fotheringham, from 1.0 to .5 (elementary)
Patricia Jessop, from 1.0 to .5 (elementary)
Jane McGall, from 6/6 to 5/6 (F.T. Sem. 1, 2/3 Sem. 2) (secondary)

Respectfully submitted,

K. A. Rielly,
Director of Education
and Secretary

cv

REQUESTS FOR "FOUR OVER FIVE" PLAN

That the following requests re "Four Over Five" Plan be approved:

- a) That approval be granted for the request of Chris Kostur for a Leave of Absence under the Salary Holdback Plan ("Four Over Five"), of the Secondary School Collective Agreement, for the 1993-1994 school year, effective 1993 09 01 to 1994 06 29.
- b) That approval be granted for the request of Arlene Pidruczny for a Leave of Absence under the Salary Holdback Plan ("Four Over Five"), of the Secondary School Collective Agreement, for the 1991-1992 school year, effective 1991 09 01 to 1992 06 29.

CA40NMBLW26
A36

A G E N D A

PERSONNEL & ORGANIZATION COMMITTEE

1989 10 12

Confirmation of the minutes of the last regular meeting of 1989 09 14 and special meetings of 1989 06 29, and 1989 08 31.

missing

GENERAL

NEW BUSINESS:

1. Recommendations of the Director of Education - Page 1 and Page 1A
2. Travel Allowance Schedule - September, 1989 - Pages 2 - 6
3. Trustee Remuneration - OPSBA Survey - Pink package, Pages A to PP
 - Honorarium - Pages 7 to 9
 - Travel Allowance - Pages 10 and 11
 - Personnel Training - Pages 12 and 13
 - Group Benefit Plan - Page 14
4. Personnel Training Report - Pages 14A and 14B

ELEMENTARY/SECONDARY

NEW BUSINESS:

1. Recommendations of the Director of Education - Pages 15 to 19, 19A and 19B
2. Requests re Four Over Five Plan - B. Ormond - Revised Page 20
 - K. Tsuji
 - G. Stevens

I.

Education Centre
100 Main Street West
Hamilton, Ontario
1989 10 12

To the Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

GENERAL

I have the honour to present the following recommendations for your approval:

(a) That John Moffat be appointed to the position of Secondary School Foreman (Administrative Category 14 - maximum \$36,741 per annum), with a one year probationary period, effective 1989 10 02, with salary according to the salary schedule.

(b) That the resignation of Ramona Fuller, Cleaning Staff, for the purpose of retirement, effective 1989 11 30, be accepted with regret and that the Board's Gratuity be paid.

(c) That the effective date of the resignation for the purpose of retirement of Elizabeth Adams, Cleaning Staff, approved at the July Board meeting, be changed from 1990 01 31 to 1989 12 31.

(d) That the resignation of Hazel O. Shand, Cleaning Staff, effective 1989 09 14, be accepted.

(e) That the resignation of Joanne Pitilli, Clerical Staff, effective 1989 10 06, be accepted with regret.

(f) That the following be confirmed in the positions as stated, effective as shown:

Brian Clarke, Programmer, Computer Services, 1989 10 03
Sue Troncho, Speech\Language Pathologist, 1989 10 03
Sheryn Ricker, Psychological Consultant .4, 1989 10 01

(g) That the request of Lesley Cunningham, Adjustment Consultant, for a Maternal Leave of Absence, effective 1990 01 08 to 1990 05 04, in accordance with the Employment Standards Act, and to be followed by a Personal Leave of Absence effective 1990 05 07 to 1990 06 29, be granted.

(h) That Catherine Bent be returned from a Maternal/Personal Leave of Absence, effective 1989 10 11.

(i) That Jacqueline Nawrocky, Developmental Specialist (Administrative Staff), be returned from a Maternal Leave of Absence, effective 1989 09 25.

Respectfully submitted,

K. A. Rielly.
Director of Education
and Secretary

1. The first part of the report deals with the general situation of the country and the progress of the work during the year.

2. The second part contains a detailed account of the work done in each of the various departments.

3. The third part gives a summary of the results of the work and a statement of the progress made towards the completion of the various projects.

4. The fourth part contains a list of the names of the persons who have been engaged in the work during the year.

5. The fifth part gives a list of the names of the persons who have been engaged in the work during the year.

6. The sixth part contains a list of the names of the persons who have been engaged in the work during the year.

7. The seventh part gives a list of the names of the persons who have been engaged in the work during the year.

8. The eighth part contains a list of the names of the persons who have been engaged in the work during the year.

9. The ninth part gives a list of the names of the persons who have been engaged in the work during the year.

10. The tenth part contains a list of the names of the persons who have been engaged in the work during the year.

Education Centre
100 Main Street West
Hamilton, Ontario
1989 10 12

To the Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

GENERAL

I have the honour to present the following recommendations for your approval:

(a) That John Moffat be appointed to the position of Secondary School Foreman (Administrative Category 14 - maximum \$36,741 per annum), with a one year probationary period, effective 1989 10 02, with salary according to the salary schedule.

(b) That the resignation of Ramona Fuller, Cleaning Staff, for the purpose of retirement, effective 1989 11 30, be accepted with regret and that the Board's Gratuity be paid.

(c) That the effective date of the resignation for the purpose of retirement of Elizabeth Adams, Cleaning Staff, approved at the July Board meeting, be changed from 1990 01 31 to 1989 12 31.

(d) That the resignation of Hazel O. Shand, Cleaning Staff, effective 1989 09 14, be accepted.

(e) That the resignation of Joanne Pitilli, Clerical Staff, effective 1989 10 06, be accepted with regret.

(f) That the following be confirmed in the positions as stated, effective as shown:

Brian Clarke, Programmer, Computer Services, 1989 10 03
Sue Troncho, Speech\Language Pathologist, 1989 10 03
Sheryn Ricker, Psychological Consultant .4, 1989 10 01

(g) That the request of Lesley Cunningham, Adjustment Consultant, for a Maternal Leave of Absence, effective 1990 01 08 to 1990 05 04, in accordance with the Employment Standards Act, and to be followed by a Personal Leave of Absence effective 1990 05 07 to 1990 06 29, be granted.

(h) That Catherine Bent be returned from a Maternal/Personal Leave of Absence, effective 1989 10 11.

(i) That Jacqueline Nawrocky, Developmental Specialist (Administrative Staff), be returned from a Maternal Leave of Absence, effective 1989 09 25.

Respectfully submitted,

K. A. Rielly.
Director of Education
and Secretary

THE SECRETARY
OF THE
TREASURY
WASHINGTON
D.C. 20548

TO THE SECRETARY
OF THE
TREASURY
WASHINGTON
D.C. 20548

DATE: 10/10/78

RE: [illegible]

I have the honor to acknowledge the letterhead memorandum dated 10/10/78.

1. The letterhead memorandum is being forwarded to the Secretary of the Treasury for his information and guidance.

2. The letterhead memorandum is being forwarded to the Secretary of the Treasury for his information and guidance.

3. The letterhead memorandum is being forwarded to the Secretary of the Treasury for his information and guidance.

4. The letterhead memorandum is being forwarded to the Secretary of the Treasury for his information and guidance.

5. The letterhead memorandum is being forwarded to the Secretary of the Treasury for his information and guidance.

6. The letterhead memorandum is being forwarded to the Secretary of the Treasury for his information and guidance.

Very truly yours,
[illegible signature]
[illegible title]

7. The letterhead memorandum is being forwarded to the Secretary of the Treasury for his information and guidance.

8. The letterhead memorandum is being forwarded to the Secretary of the Treasury for his information and guidance.

9. The letterhead memorandum is being forwarded to the Secretary of the Treasury for his information and guidance.

Respectfully submitted,

Y. A. [illegible]

ADDED RECOMMENDATIONS

GENERAL

(j) That the following be appointed to the probationary Clerical Staff, (Category C - maximum \$452.00 per week), effective as shown, with salary according to the salary schedule:

Barbara Beattie, 1989 10 10
 Frances Bradley, 1989 10 10
 April Ingrahm, 1989 10 16

(k) That John Vasilyadis be appointed to the position of Mechanical/Electrical Draftsperson, Plant Department, Administrative Category 21 (under review) (maximum \$31,733 per annum) with a one year probationary period, effective 1989 10 30, with salary according to the salary schedule.

(l) That Debbie Despres be transferred from the Secondary School Clerical and Secretarial Staff (OPEIU) to the position of Training Assistant, Computer Services (Category E - maximum \$514.00 per week) (non-union clerical staff), effective 1989 10 16, with salary according to the salary schedule.

(m) That the request of Mary Davis, Clerical Staff, for a Personal Leave of Absence, effective 1989 12 04 to 1990 01 05, be granted.

RECOMMENDATIONS:

1. That the present travel allowance schedule be increased by \$5 effective September 1, 1989 at an estimated annual cost of \$11,000.
2. That the annual rate of reimbursement be increased from \$7.40 to \$12.5 cents per mile to 10 cents per mile (\$24.5 cents per mile).

PREPARED BY:

Debbie Hudson, Personnel Analyst

SUBMITTED BY:

Bruce Sinclair, Superintendent of Human Resources

APPROVED BY:

Keith Kelly, Director of Education and Secretary

MEMORANDUM

TO : DIRECTOR

FROM : SAC, NEW YORK (100-44) (P)
SUBJECT: [Illegible]

DATE: 10/10/50
RE: [Illegible]

1. [Illegible]

2. [Illegible]

3. [Illegible]

Board of Education,
HAMILTON, Ontario.

To The Chairman and Members,
Personnel and Organization Committee,
Board of Education,
HAMILTON, Ontario.

Ladies and Gentlemen:

Travel Allowance Schedule - September, 1989

BACKGROUND:

- . The schedule covers approximately 293 employees at an annual cost of \$219,000.
- . The schedule was last increased September, 1988.
- . The Board allocated a 5.4% increase in the 1989 Budget for travel allowances.
- . In accordance with the motion passed at Budget Review (1989 04 17) that a report on Travel Allowances be undertaken by the officials before the 1990 budget is presented: Administration has established a review process which will examine the allowances paid and the method of payment (i.e. flat allowance rather than direct mileage reimbursement) with representatives from H.R.D., Finance, Information Services and a School Superintendent. It is expected that a report will be provided to the Board by December 31, 1989.

RECOMMENDATIONS:

1. That the present travel allowance schedule be increased by 6% effective September 1, 1989 at an estimated annual cost of \$11,900.
2. That the casual rate of reimbursement be increased from 37 cents (22.9 cents per km) to 40 cents per mile (24.8 cents per km).

PREPARED BY: Debbie Russon, Personnel Analyst

SUBMITTED BY: Bruce Sinclair, Superintendent of Human Resources

APPROVED BY: Keith Rielly, Director of Education and Secretary.

Board of Education
Harrisburg, Pa.

To the Honorable and Right
Honorable the Members of the
Board of Education
Harrisburg, Pa.

Dear Sirs:

Transit Authority - Harrisburg, Pa.

Reference:

The enclosed report, submitted for your consideration, is in accordance with the provisions of the Charter of the Transit Authority.

The report is herewith submitted for your consideration.

The Board of Education has the honor to acknowledge the receipt of the report of the Transit Authority.

In accordance with the Charter of the Transit Authority, the Board of Education has the honor to acknowledge the receipt of the report of the Transit Authority. The report is herewith submitted for your consideration. The Board of Education has the honor to acknowledge the receipt of the report of the Transit Authority.

RECOMMENDATIONS:

1. That the Transit Authority be authorized to increase the rate of the Transit Authority from 10 cents to 15 cents per mile.
2. That the Transit Authority be authorized to increase the rate of the Transit Authority from 10 cents to 15 cents per mile.

Respectfully,
Honorable Member, Board of Education

Submitted by:
Submitted by:
Submitted by:

COMPARATIVE FIGURES

1. The Transportation Index (Consumer Price Index 1981 = 100) has increased approximately 6.1% based on the average transportation costs from June 1988 to June 1989.
2. The Canadian Automobile Association has reported that for 1989 the average cost of operating an intermediate size automobile is estimated to be:

40.4 cents per mile -- based on 15,000 miles of driving
(24.9 cents per km)

54.4 cents per mile -- based on 10,000 miles of driving
(33.5 cents per km)

3. Comparative Reimbursement Rates:

Hamilton-Wentworth R.C.S.S.B.	41 cents per mile (25 cents per km)
City of Hamilton	55 cents per mile for first 5,000 miles and 20 cents per mile over 5,000
Hamilton-Wentworth Region	55 cents per mile for first 5,000 miles and 20 cents per mile over 5,000
Halton Board of Education	47 cents per mile (29 cents per km)
Wentworth County Board of Education	41 cents per mile (25 cents per km)

COMPARATIVE TABLE

The following table shows the number of persons who have been convicted of the various offenses during the year 1900.

The following table shows the number of persons who have been convicted of the various offenses during the year 1900.

10. A person who is -- found on 12, 1900 miles of driving
(12.5 miles per hr.)

11. A person who is -- found on 10, 000 miles of driving
(10.0 miles per hr.)

COMPARATIVE TABLE

12. A person who is -- found on 12, 1900 miles of driving
(12.5 miles per hr.)

13. A person who is -- found on 10, 000 miles of driving
(10.0 miles per hr.)

COMPARATIVE TABLE

14. A person who is -- found on 12, 1900 miles of driving
(12.5 miles per hr.)

COMPARATIVE TABLE

15. A person who is -- found on 10, 000 miles of driving
(10.0 miles per hr.)

COMPARATIVE TABLE

16. A person who is -- found on 12, 1900 miles of driving
(12.5 miles per hr.)

COMPARATIVE TABLE

17. A person who is -- found on 10, 000 miles of driving
(10.0 miles per hr.)

TRAVEL ALLOWANCES

	September 1988	Proposed September 1989
Supervisory Foremen	\$1,626	\$1,724
Maintenance Foremen	1,626	1,724
Supervisor of Maintenance	1,626	1,724
Manager - Caretaking Services	1,415	1,500
Consultants - Adjustment Services	1,296	1,374
Social Worker - Alternative Education	1,235	1,309
Adjustment Consultant	1,296	1,374
Co-Ordinator - Special Education	1,296	1,374
Consultant - Special Education	1,296	1,374
Chief Psychologist	1,296	1,374
Consultant - Psychological Services	1,296	1,374
Director of Education and Secretary	1,213	1,286
Consultant - Co-Op Education	1,114	1,181
Assistant Superintendents, Controller	1,114	1,181
Co-Ordinators	1,114	1,181
Superintendents	1,114	1,181
Associate Director of Education	1,114	1,181
Area Supervisors	1,114	1,181
Principal of Continuing Education	1,114	1,181
Staff Assistants, Buildings	993	1,053
Special Assignment Teacher	993	1,053
Programme Leader/Staff Development	993	1,053
Consultants (full-time)	993	1,053
Itinerant Teachers - Speech, Homebound	993	1,053
Communciation Resource Teacher	993	1,053

STATE OF NEW YORK

Item	Description	Amount	Total
1	General Fund	100.00	100.00
2	State Treasury	100.00	100.00
3	State Insurance	100.00	100.00
4	State Health	100.00	100.00
5	State Education	100.00	100.00
6	State Agriculture	100.00	100.00
7	State Commerce	100.00	100.00
8	State Labor	100.00	100.00
9	State Social Services	100.00	100.00
10	State Housing	100.00	100.00
11	State Transportation	100.00	100.00
12	State Public Works	100.00	100.00
13	State Parks and Recreation	100.00	100.00
14	State Conservation	100.00	100.00
15	State Forestry	100.00	100.00
16	State Wildlife	100.00	100.00
17	State Fisheries	100.00	100.00
18	State Marine	100.00	100.00
19	State Airports	100.00	100.00
20	State Railroads	100.00	100.00
21	State Highways	100.00	100.00
22	State Bridges	100.00	100.00
23	State Tunnels	100.00	100.00
24	State Ferries	100.00	100.00
25	State Barges	100.00	100.00
26	State Boats	100.00	100.00
27	State Harbors	100.00	100.00
28	State Docks	100.00	100.00
29	State Wharves	100.00	100.00
30	State Piers	100.00	100.00
31	State Terminals	100.00	100.00
32	State Airports	100.00	100.00
33	State Railroads	100.00	100.00
34	State Highways	100.00	100.00
35	State Bridges	100.00	100.00
36	State Tunnels	100.00	100.00
37	State Ferries	100.00	100.00
38	State Barges	100.00	100.00
39	State Boats	100.00	100.00
40	State Harbors	100.00	100.00
41	State Docks	100.00	100.00
42	State Wharves	100.00	100.00
43	State Piers	100.00	100.00
44	State Terminals	100.00	100.00
45	State Airports	100.00	100.00
46	State Railroads	100.00	100.00
47	State Highways	100.00	100.00
48	State Bridges	100.00	100.00
49	State Tunnels	100.00	100.00
50	State Ferries	100.00	100.00

	September 1988	Proposed September 1989
Teacher - Limited Vision	\$ 993	\$1,053
Gifted Learning Resource Teachers	993	1,053
Speech Language Pathologist	993	1,053
Outdoor Education Resource Teacher	993	1,053
Sports Convenor	993	1,053
Administrative Assistants to the Director and Superintendents	873	925
Co-ordinator, Occupational Health and Safety	873	925
Manager - Engineering & Maintenance	873	925
Information Officer	873	925
Technical Assistant - Audio Visual	753	798
Counsellors - Vocational	723	766
Work Experience Programme	723	766
Administrative Assistants, 2 schools	664	704
Audio Visual Technician	664	704
Internal Auditor	664	704
Manager, Property and Insurance	603	639
Manager, Financial Services	603	639
Manager, Special Projects and Audit	603	639
Budget Manager	603	639
Purchasing Manager	---	639
Teachers, 2 or 3 moves per day	542	575
Systems Supervisor	512	543
Manager of Computer and Technical Services	512	543
Manager, Collective Bargaining Services	512	543
Accounting Supervisor	512	543
Research Supervisor	512	543
Social Worker, Compensatory Education	483	543

Description	Quantity	Unit	Amount
1. 1000 - 10000	1000	1000	1000
2. 1000 - 10000	1000	1000	1000
3. 1000 - 10000	1000	1000	1000
4. 1000 - 10000	1000	1000	1000
5. 1000 - 10000	1000	1000	1000
6. 1000 - 10000	1000	1000	1000
7. 1000 - 10000	1000	1000	1000
8. 1000 - 10000	1000	1000	1000
9. 1000 - 10000	1000	1000	1000
10. 1000 - 10000	1000	1000	1000
11. 1000 - 10000	1000	1000	1000
12. 1000 - 10000	1000	1000	1000
13. 1000 - 10000	1000	1000	1000
14. 1000 - 10000	1000	1000	1000
15. 1000 - 10000	1000	1000	1000
16. 1000 - 10000	1000	1000	1000
17. 1000 - 10000	1000	1000	1000
18. 1000 - 10000	1000	1000	1000
19. 1000 - 10000	1000	1000	1000
20. 1000 - 10000	1000	1000	1000
21. 1000 - 10000	1000	1000	1000
22. 1000 - 10000	1000	1000	1000
23. 1000 - 10000	1000	1000	1000
24. 1000 - 10000	1000	1000	1000
25. 1000 - 10000	1000	1000	1000

	September 1988	Proposed September 1989
Consultants - Part-Time	\$ 483	\$ 512
Principals of Two Schools	483	512
Office Assistant, Computer Education	483	512
Assistant Sports Convenor	483	512
Educational Assistants - Speech Aides	483	512
Teachers, 1 move per day	390	413
Principal's Assistants and Teachers in more than one school	390	413
English as a Second Language	390	413
School Secretaries, 2 schools	361	383
Educational Assistants, 2 schools	361	383
Science Technician	361	383
Staff Members using cars on Board Business	37 cents per mile	40 cents per mile
	22.9 cents per km	24.8 cents per km

ARLENE WRIGHT
President



WILLIAM McCORDIC
Interim Executive Director

ONTARIO PUBLIC SCHOOL BOARDS' ASSOCIATION

TRUSTEE REMUNERATION, EXPENSES AND BENEFITS SURVEY

1989

TRUSTEE REMUNERATION, EXPENSES AND BENEFITS SURVEY 1989

Introduction

Bill 69, An Act to Amend the Education Act received Royal Assent on February 27, 1989. The Bill provided for amendments to those sections of the Education Act dealing with trustee honoraria and benefits.

Under previous legislation (Section 167) a school board was required by resolution prior to the date of a regular election, to determine the allowance payable to members of the successor board to be elected. There was also provision to provide for an additional allowance to the chairman of the board.

The new amendments (Section 167) enable the board to set their own levels of remuneration and provide additional remuneration for the chairman and vice-chairman of the board and for chairman of committees.

In addition, trustees are now eligible (Section 154) for the same benefits that the Board provides for its employees.

In anticipation of the passage of Bill 69, and in order to provide comparative data on trustee remuneration, expenses and benefits, member boards of OPSBA were surveyed in February 1989. Seventy-one or 93.4% of the 76 school boards surveyed responded to the survey. Eight of the 15 D.S.A. member boards provided data.

Of the five member boards who did not respond, data on trustee remuneration only were available from a previous survey for four boards and are included only in the summary tables.

Trustee Remuneration

(1) Level of Remuneration

Enrollment data for each school board and remuneration rates for 1988, 1989 and 1990 for trustees, chairman and vice-chairman are indicated in Tables 1 (a) (b). Tables 1 (a) and (b) indicate the level of remuneration by board.

Currently, only 11 boards provide additional honoraria for the vice-chairman of the board.

(2) Additional Honoraria to Attend Committee Meetings

Seventeen boards provide additional honoraria to trustees for attendance at committee meetings (Table 4).

Two boards provide additional honoraria for attendance at board meetings - Prescott/Russell and Sudbury. Prescott/Russell trustees receive an additional \$75 (1988) for attendance at meetings including board meetings to offset the low annual honoraria of \$1,344 per trustee. Sudbury trustees receive \$50 per board and section meeting.

Trustee Expenses

(1) Car Allowance

Only 8 boards provide set car allowances for board trustees (Table 5a): East York, Etobicoke, Hamilton, Kenora, Scarborough, Geraldton, North York and Windsor.

Most boards do, however, reimburse trustees per km for travel expenses while on board business. Table 5(b) provides information on the various km/mileage rates by board.

(2) Convention/Workshop Attendance

Twenty boards provide an annual allowance per trustee for convention/workshop attendance.

Most board policies on workshop/convention attendance provide for reimbursement to trustees for their actual expenses incurred in attending workshops with varying rates for mileage and/or per diem allowances. Table 6 provides detailed information on convention/workshop attendance policies by board. Detailed policies for selected boards are included in Appendix A.

(3) Secretarial-Clerical Assistance

Most boards provide secretarial/clerical assistance through the administration office "as required" but on a limited basis. Thirty-three boards do not provide any assistance whatsoever. Only seven boards provide specified secretarial services for trustees (Table 7).

(4) Office Space

Thirty-one boards provide either office space or a lounge for trustees (Table 8).

- 3 -

(5) Additional Expenses

Five boards provide for additional expenses for their trustees:

Victoria/Lakehead	- long distance telephone
London	- chairman has \$25,00 expense allowance
Michipicoten	- salary reimbursement if required to be absent from work
Toronto	- \$9,400/year constituency services
	Translation costs \$3,440 per trustee

Trustee Benefits

Thirty-seven boards do not provide any benefits. Forty-one boards provide benefits of some kind. Table 9 details benefits by board and relative % paid by board and trustee.

TABLE 1a

TRUSTEE REMUNERATION 1988 - 1989

BOARD	ENROLMENT	DEC 1-1988			DEC 1-1989		
		TRUSTEE	CHAIRMAN	VICE-CHAIRMAN	TRUSTEE	CHAIRMAN	VICE-CHAIRMAN
Atikokan	655	2,731.00	4,096.00	2,731.00	2,731.00	4,096.00	2,731.00
Brant	15,526	6,865.40	10,048.10	6,865.40	7,365.40	10,548.10	7,365.40
Bruce	9,748	5,589.84	8,384.76	5,589.84	CPI	CPI	CPI
Carleton	41,178	16,000.00	24,000.00	16,000.00	16,000.00	24,000.00	16,000.00
Central Algoma	1,968	3,000.00	4,200.00	3,600.00	3,150.00	4,410.00	3,780.00
Chapleau	507	--					
Cochrane-Iroquois Falls,	2,337	3,600.00	5,400.00	---	6,000.00	9,000.00	---
Black River-Matheson							
Dryden	3,833	4,320.00	6,480.00	5,400.00	4,740.00	7,110.00	5,925.00
Dufferin County	6,780	5,240.00	7,860.00	5,240.00	5,502.00	8,253.00	5,502.00
Durham	50,373	10,800.00	20,800.00	11,800.00	11,800.00	21,800.00	12,800.00
East Parry Sound	3,595	3,600.00	5,400.00	4,500.00	3,780.00	5,670.00	4,725.00
East York	11,153	12,879.00	19,318.00	12,879.00	13,600.00	20,400.00	13,600.00
Elgin	12,172	5,544.00	8,316.00	5,544.00	5,821.00	8,732.00	5,821.00
Espanola	2,085	2,880.00	4,140.00	2,880.00	CPI	CPI	CPI
Essex	16,192	5,300.00	7,950.00	5,300.00	5,500.00	8,250.00	5,500.00
Etobicoke	27,673	18,000.00	27,000.00	18,000.00	19,000.00	28,500.00	19,000.00
Fort Frances-Rainy River	3,229	3,600.00	5,400.00	4,500.00	3,900.00	5,850.00	4,875.00
Frontenac	15,083	7,867.00	11,800.50	7,867.00	*Special Note*		
Geraldton	903	2,400.00	3,300.00	2,400.00	2,400.00	3,300.00	2,400.00
Grey	13,606	6,161.16	9,241.80	6,161.16	6,469.22	9,703.89	6,469.22
Haldimand	6,870	4,500.00	6,750.00	4,500.00	4,740.00	7,110.00	4,740.00
Haliburton	1,841	4,140.00	8,280.00	4,140.00	4,560.00	9,120.00	4,560.00
Halton	41,092	11,880.00	17,820.00	11,880.00	CPI	CPI	CPI
Hamilton	37,495	11,000.00	16,500.00	11,000.00	CPI	CPI	CPI
Hastings	16,839	6,804.00	10,206.00	6,804.00	7,164.00	10,746.00	7,164.00
Hearst	939	3,000.00	4,500.00	3,000.00	3,575.00	5,360.00	3,575.00
Hornepayne	317	2,100.00	3,000.00	2,100.00	2,700.00	3,300.00	3,000.00
Huron	9,654	4,800.00	7,200.00	4,800.00	4,992.00	7,488.00	6,240.00
Kapuskasing	1,033	4,200.00	5,400.00	---	---	---	---
Kenora	2,576	4,140.00	6,210.00	4,410.00	4,380.00	6,570.00	4,380.00
Kent	15,340	5,256.00	7,884.00	5,256.00	5,493.00	8,239.50	5,493.00
Kirkland Lake	1,888	4,500.00	6,780.00	5,640.00	4,680.00	7,080.00	5,880.00

TABLE 1a
TRUSTEE REMUNERATION 1988 - 1989

BOARD	ENROLMENT	DEC 1-1988			DEC 1 - 1989		
		TRUSTEE	CHAIRMAN	VICE-CHAIRMAN	TRUSTEE	CHAIRMAN	VICE-CHAIRMAN
Lake Superior	2,244	\$ 5,760.00	7,560.00	5,760.00	5,760.00	7,560.00	5,760.00
Lakehead	17,300	6,000.00	9,000.00	6,000.00	6,000.00	9,000.00	6,000.00
Lambton	17,757	5,400.00	8,100.00	5,400.00	5,640.00	8,460.00	5,640.00
Lanark	8,115	6,825.12	9,213.96	6,825.12	CPI	CPI	CPI
Leeds & Grenville	13,031	5,556.00	8,334.00	5,556.00	6,089.00	9,134.00	6,089.00
Lennox & Addington	6,285	5,376.00	8,064.00	5,376.00	5,520.00	8,280.00	5,520.00
Lincoln	24,001	7,500.00	11,250.00	8,438.00	8,750 +CPI	13,125 +CPI	9,844 +CPI
London	40,710	12,695.00	19,042.00	12,695.00	13,266.00	19,990.00	13,266.00
Manitoulin	1,743	2,400.00	3,600.00	2,400.00	2,400.00	3,600.00	2,400.00
Metro Toronto	---	4,750.00	9,500.00	---	5,000.00	10,000.00	---
Michipicoten	696	3,960.00	5,940.00	---	4,080.00	6,120.00	---
Middlesex	10,624	5,880.00	8,820.00	7,350.00	---	---	---
†† Muskoka	6,864	3,180.00	4,800.00	3,180.00	3,600.00	5,400.00	3,600.00
Niagara South	25,423	6,500.00	9,750.00	6,500.00	6,760.00	10,140.00	6,760.00
Nipigon-Red Rock	863	2,400.00	3,300.00	2,400.00	GLG & increase		
Nipissing	8,522	7,500.00	11,250.00	7,500.00	7,850.00	11,775.00	7,850.00
Norfolk	8,565	4,800.00	6,800.00	4,800.00	5,200.00	7,200.00	5,200.00
North Shore	4,076	6,000.00	9,000.00	6,000.00	6,300.00	9,450.00	6,300.00
North York	52,594	30,000.00	45,000.00	37,500.00	31,200.00	46,800.00	39,000.00
North. & Newcastle	17,905	5,464.00	8,196.00	---	5,710.00	8,565.00	---
Ottawa	33,292	15,654.00	23,481.00	15,654.00	16,280.00	24,420.00	16,280.00
Oxford	13,878	5,835.00	8,752.00	---	6,126.00	9,189.00	---
Peel	79,817	18,000.00	27,000.00	18,000.00	19,000.00	28,500.00	19,000.00
Perth	11,466	6,138.36	9,207.72	6,138.36	CPI	CPI	CPI
†† Peterborough	15,513	6,072.00	9,109.00	6,072.00	6,376.00	12,753.00	6,376.00
† Prescott-Russell	5,025	1,344.00	2,688.00	1,344.00	1,392.00	2,784.00	1,392.00
Prince Edward	3,186	4,091.00	5,455.00	4,091.00	4,255.00	5,673.00	4,255.00
†† Red Lake	1,200	3,969.00	5,292.00	3,969.00	4,148.00	5,530.00	4,838.00
Renfrew	11,360	9,000.00	13,500.00	9,000.00	9,600.00	14,400.00	9,600.00

TABLE 1a
TRUSTEE REMUNERATION 1988 - 1989

BOARD	ENROLMENT	DEC 1 -1988			DEC 1 1989		
		TRUSTEE	CHAIRMAN	VICE-CHAIRMAN	TRUSTEE	CHAIRMAN	VICE-CHAIRMAN
Sault Ste. Marie	11,351	5,892.00	8,538.00	5,892.00	6,492.00	9,138.00	6,492.00
Scarborough	70,482	20,000.00	30,000.00	20,000.00	21,000.00	31,500.00	21,000.00
Simcoe	37,997	13,200.00	20,000.00	16,600.00	13,860.00	21,000.00	17,430.00
Stormont, Dun. & Glen.	12,758	--					
Sudbury	18,495	6,555.00	13,110.00	--	6,555.00	13,110.00	--
Timiskaming	3,515	3,120.00	4,698.00	3,120.00	3,276.00	4,914.00	3,276.00
Timmins	4,220	6,300.00	9,450.00	--	6,600.00	9,900.00	--
Toronto	64,548	44,678.00	55,847.50	--	CPI	CPI	CPI
Victoria	9,631	4,800.00	6,800.00	5,800.00	6,100.00	8,300.00	7,200.00
Waterloo	50,157	10,763.00	16,144.50	10,763.00	11,301.00	16,951.50	11,301.00
Wellington	21,930	7,000.00	10,500.00	7,000.00	7,315.00	10,972.50	7,315.00
Wentworth	16,426	9,000.00	13,500.00	9,000.00	9,495.00	14,243.00	9,495.00
West Parry Sound	2,859	3,150.00	4,700.00	3,150.00	--	--	--
Windsor	18,986	10,543.00	15,815.00	--	CPI	CPI	CPI
York City	14,518	15,000.00	22,500.00	15,000.00	17,500.00	26,250.00	17,500.00
†† Airy & Sabine DSA		1,038.94	1,503.83	1,038.94	1,090.89	1,579.02	1,090.89
Connell & Ponsford DSA		2,200.00	2,400.00	--	2,200.00	2,400.00	--
Foleyet DSA		1,260.00	1,890.00	--	1,389.12	2,083.68	--
Mine Centre DSA		1,848.00	2,772.00	1,848.00	--	--	--
Missarenda DSA		1,500.00	2,100.00	1,500.00	1,500.00	2,100.00	1,500.00
Nakina DSA		1,764.00	2,652.00	1,764.00	1,848.00	2,784.00	1,848.00
Northern DSA		1,200.00	1,800.00	--	1,200.00	--	1,200.00
Umfreville DSA		1,640.00	1,640.00	1,640.00	1,700.00	1,700.00	1,700.00

NOTES

Source for Enrolment Data: Education Relations Commission, Jan 31, 1988

* Trustee honoraria is adjusted annually to the average of the honoraria paid to councillors of the City of Kingston and the township of Kingston.

† Trustees receive additional allowances to attend all meetings including board meetings.

†† Based on data from previous survey.

TABLE 1b

TRUSTEE REMUNERATION, 1990

BOARD	ENROLMENT	TRUSTEE	CHAIRMAN	VICE-CHAIRMAN
Atikokan	655	2,731.00	4,096.00	2,731.00
Brant	15,526	7,865.40	11,048.10	7,865.40
Bruce	9,748	CPI	CPI	CPI
Carleton	41,178	16,720.00	25,080.00	16,720.00
Central Algoma	1,968	3,307.50	4,630.50	3,969.00
Chapleau	507	---	---	---
Cochrane-Iroquois Falls, Black River-Matheson	2,337	6,000.00	9,000.00	---
Dryden	3,833	5,160.00	7,740.00	6,450.00
Dufferin	6,780	5,777.00	8,665.50	5,777.00
Durham	50,373	12,800.00	22,800.00	13,800.00
East Parry Sound	3,595	3,960.00	5,940.00	4,950.00
East York	11,153	14,362.00	21,543.00	14,362.00
Elgin	12,172	6,112.00	9,169.00	6,112.00
Espanola	2,085	CPI	CPI	CPI
Essex	16,192	5,800.00	8,700.00	5,800.00
Etobicoke	27,673	20,000.00	30,000.00	20,000.00
Fort Frances-Rainy River	3,229	4,200.00	6,300.00	5,250.00
Frontenac	15,083	SPECIAL NOTE		
Geraldton	903	2,400.00	3,300.00	2,400.00
Grey	13,606	6,792.67	10,189.08	6,792.67
Haldimand	6,870	4,980.00	7,470.00	4,980.00
Haliburton	1,841	5,040.00	10,080.00	5,040.00
Halton	41,092	CPI	CPI	CPI
Hamilton	37,495	CPI	CPI	CPI
Hastings	16,839	7,524.00	11,286.00	7,524.00
Hearst	939	3,905.00	5,860.00	3,905.00
Hornepayne	317	3,000.00	3,600.00	3,300.00
Huron	9,654	5,192.00	7,788.00	6,490.00
Kapuskasing	1,033	---	---	---
Kenora	2,576	4,620.00	6,930.00	4,620.00
Kent	15,340	5,740.00	8,610.00	5,740.00
Kirkland Lake	1,888	4,920.00	7,320.00	6,120.00

TABLE 1b
TRUSTEE REMUNERATION 1990

BOARD	ENROLMENT	TRUSTEE	DEC 1-1990 CHAIRMAN	VICE-CHAIRMAN
Lake Superior	2,244	\$ 5,760.00	7,560.00	5,760.00
Lakehead	17,300	---		
Lambton	17,757	5,880.00	8,820.00	5,880.00
Lanark	8,115	CPI	CPI	CPI
Leeds & Grenville	13,031	6,393.00	9,590.00	6,393.00
Lennox & Addington	6,285	5,664.00	8,496.00	5,664.00
Lincoln	24,001	10,000 +CPI	15,000 +CPI	11,250 +CPI
London	40,710	13,862.00	20,794.00	13,862.00
Manitoulin	1,743	2,400.00	3,600.00	2,400.00
Metro Toronto	--	5,250.00	10,500.00	---
Michipicoten	696	4,200.00	6,300.00	---
Middlesex	10,624	---	---	---
Muskoka	6,864	---	---	---
Niagara South	25,423	7,030.00	10,545.00	7,030.00
Nipigon-Red Rock	863	GLG & Increase		
Nipissing	8,522	8,200.00	12,300.00	8,200.00
Norfolk	8,565	6,000.00	8,000.00	6,000.00
North Shore	4,076	6,600.00	9,900.00	6,600.00
North York	52,594	32,448.00	48,672.00	40,560.00
North. & Newcastle	17,905	5,967.00	8,951.00	---
Ottawa	33,292	16,931.00	25,397.00	16,931.00
Oxford	13,878	6,432.00	9,649.00	---
Peel	79,817	20,000.00	30,000.00	20,000.00
Perth	11,466	CPI	CPI	CPI
Peterborough	15,513	6,695.00	13,390.00	6,695.00
* Prescott-Russell	5,025	1,440.00	2,880.00	1,440.00
Prince Edward	3,186	4,425.00	5,900.00	4,425.00
Red Lake	1,200	4,335.00	5,799.00	5,056.00
Renfrew	11,360	10,200.00	15,300.00	10,200.00

- 3 -

TABLE 1b

TRUSTEE REMUNERATION 1990

BOARD	ENROLMENT	TRUSTEE	DEC 1 -1990	
			CHAIRMAN	VICE-CHAIRMAN
Sault Ste. Marie	11,351	7,092.00	9,738.00	7,092.00
Scarborough	70,482	22,000.00	33,000.00	22,000.00
Simcoe	37,997	14,553.00	22,050.00	18,302.00
Stormont, Dun. & Glen.	12,758	---	---	---
Sudbury	18,495	6,555.00	13,110.00	---
Timiskaming	3,515	3,420.00	5,130.00	3,420.00
Timmins	4,220	6,900.00	10,344.00	---
Toronto	64,548	CPI	CPI	CPI
Victoria	9,631	7,600.00	10,000.00	8,800.00
Waterloo	50,157	11,866.00	17,799.00	11,866.00
Wellington	21,930	7,644.18	11,466.27	7,644.18
Wentworth	16,426	10,017.00	15,026.00	10,017.00
West Parry Sound	2,859	---	---	---
Windsor	18,986	CPI	CPI	CPI
York City	14,518	20,000.00	30,000.00	20,000.00
Airy & Sabine DSA		1,145.43	1,657.97	1,145.43
Connell & Ponsford DSA		2,200.00	2,400.00	---
Foleyet DSA		1,458.60	2,187.96	---
Mine Centre DSA		---	---	---
Missarenda DSA		1,500.00	2,100.00	1,500.00
Nakina DSA		1,944.00	2,928.00	1,944.00
Northern DSA		1,200.00	1,800.00	---
Umfreville DSA		---	---	---

TABLE 2

Additional Honoraria to Attend Committee Meetings

<u>BOARD</u>	<u>HONORARIA FOR MEETINGS</u>
Brant	In addition to regular honoraria, for each meeting in excess of 70 meetings - \$50 per meeting to a maximum of 100 meetings.
Central Algoma	\$40 per day for full day meetings, \$20 per day for half day meetings.
Dufferin	Other than the regularly scheduled meetings of the board (2 per month), \$40 per meeting to a maximum of 5 per month or a total of 60 per year. For chairman - \$40 per additional meeting to a maximum of 10 per month or a total of 120 meetings per year.
East Parry Sound	\$35 per meeting in excess of 4 per month.
Fort Frances-Rainy River	\$50 per meeting or conference to a maximum of 8 per month.
Geraldton	\$35 per meeting for trustees, \$50 per meeting for committee chairman.
Grey	\$45 half day and \$75 full day beyond 20 meetings per year.
Hearst	\$15 per committee meeting for trustee, \$20 per committee meeting for committee chairperson.
Manitoulin	\$20 per meeting.
Metro Toronto	\$50 per meeting to 2 trustee delegates to Metro Steering Committee.
Nipigon-Red Rock	\$10 per meeting.
North Shore	\$40 per meeting over 4 meetings/month.

- 2 -

TABLE 2

Additional Honoraria to Attend Committee Meetings

Prescott-Russell	\$75 per meeting/1988; \$80/meeting/ 1989-90 including board meetings.
Sudbury	\$50 per meeting for board and section meetings.
Timiskaming	\$30 for first 8 meetings, \$20 for next 4 meetings to a maximum of 12 meetings.
Connell & Ponsford DSA	\$20 per special meeting to a maximum of 12 meetings.
Northern DSA	\$20 per meeting.

TABLE 3a

TRUSTEE EXPENSES - CAR ALLOWANCE

<u>BOARD</u>	<u>CAR ALLOWANCE</u>
Etobicoke	\$168 monthly - chairman \$100 monthly - trustees \$136 monthly - committee chairman
Hamilton	\$1,150/year for local travel
Kenora	Monthly allowance for chairman and vice-chairman
Scarborough	\$125/month mileage and expense account
East York	\$105/month
Geraldton	\$220/year chairman + km \$110/year vice-chairman + km
North York	29¢ km or \$150 flat rate/month
Windsor	\$50 per month

TABLE 3b

TRUSTEE EXPENSES - CAR ALLOWANCE

<u>BOARD</u>	<u>MILEAGE ALLOWANCE</u>
Atikokan	none
Brant	23¢ km
Bruce	mileage to mtgs
Carleton	.2695 km in town/ .2454 out-of-town
Central Algoma	mileage-maximum 1988 budget of \$6,400/14 trustees
Chapleau	---
Cochrane-Iroquois Falls,	28¢/m within Board jurisdiction,
Black River-Matheson	18.5¢ outside
Dryden	26¢ km
Dufferin	40¢ m for board business
Durham	26.20¢ km
East Parry Sound	25¢ km
Elgin	34¢/mile
Espanola	26¢/mile
Essex	27¢/km
Fort Frances-Rainy River	30¢/km
Frontenac	24¢/km Board business
Geraldton	24¢/km + travel time of \$10, \$20 or \$30 -chairman, vice-chairman allowance
Grey	25¢/km
Haldimand	25.2¢ km
Haliburton	27.5¢ km
Halton	26¢ km
Hastings	mileage
Hearst	22¢ km
Hornepayne	none
Huron	26¢ km
Kapuskasing	25¢ km for travel beyond town limits
Kenora	metrage rate for trustees/monthly allowance for Chairman/Vice Chairman
Kent	23.3¢ km
Kirkland Lake	26¢ km

- 2 -

TABLE 3b

TRUSTEE EXPENSES - CAR ALLOWANCE

<u>BOARD</u>	<u>MILEAGE ALLOWANCE</u>
Lake Superior	25¢ km
Lakehead	Mileage
Lambton	26.5¢ km
Lanark	30¢ km
Leeds & Grenville	27¢ km for board and committee mtgs
Lennox & Addington	25¢ km
Lincoln	Board km rate for out of municipality travel for board related meetings
London	---
Manitoulin	22¢ km
Metro Toronto	29¢ km or taxi voucher
Michipicoten	25¢ km
Middlesex	27¢ km
Muskoka	---
Niagara South	21¢ km
Nipigon-Red Rock	Mileage
Nipissing	25¢ km
Norfolk	25¢ km
North Shore	---
North York	29¢ km or \$150/month flat rate
North. & Newcastle	Mileage
Ottawa	25.7¢ km in town, 21.6¢ out of town
Oxford	25¢ km on board business
Peel	30¢ km
Perth	26¢ km on board business
Peterborough	---
Prescott-Russell	---
Prince Edward	25.5¢ km
Red Lake	---
Renfrew	24¢ km to 15,000 21¢ km over 15,000 km

- 3 -

TABLE 3b

TRUSTEE EXPENSES - CAR ALLOWANCE

<u>BOARD</u>	<u>MILEAGE ALLOWANCE</u>
Sault Ste. Marie	27.5¢ km for Chairman from outside city
Simcoe	32¢ km
Stormont, Dun. & Glen.	---
Sudbury	26¢ km on board business
Timiskaming	mileage
Timmins	none
Toronto	14¢ km inside Metro/34¢km outside Metro
Victoria	44¢ km up to 8047 km/ 24.75¢ km over
Waterloo	30¢ km
Wellington	29¢ km
Wentworth	25¢ km
West Parry Sound	27.5¢ km
York City	1/3 of remuneration deemed to be expenses
Connell & Ponsford DSA	none
Foleyet DSA	30¢ km
Mine Centre DSA	28¢ km
Missarenda DSA	none
Nakina DSA	26¢ km
Northern DSA	25¢ km
Umfreville DSA	28¢ km

TABLE 4

TRUSTEE EXPENSES - CONVENTION WORKSHOPS

<u>BOARD</u>	<u>CONVENTION/WORKSHOP ATTENDANCE</u>
Atikokan	If board approved, \$100/diem if loss of private income
Brant	Permitted
Bruce	Mileage, regisgration, accommodation
Carleton	\$3000/yr/trustee includes travel + meals/Policy in Appendix A
Central Algoma	Travel + meal allowance
Chapleau	---
Cochrane-Iroquois Falls	\$60 per day
Black River-Matheson	
Dryden	Actual expenses.
Dufferin	\$12,000 allocated in 1988 budget. No set policy on allocation.
Durham	\$1,500/yr/trustee
East Parry Sound	Approved by resolution of the board
East York	\$2,000/yr/trustee
Elgin	\$450 yr convention travel
Espanola	Expenses
Essex	\$1,100/yr
Etobicoke	Within budget subject to prior board approval if outside Canada
Fort Frances-Rainy River	Actual expenses
Frontenac	All expenses authorized by board resolution
Geraldton	As per budget
Grey	Registration, accommodation within board budget
Haldimand	Unlimited
Haliburton	Actual expenses
Halton	With approval of Chair
Hamilton	100% registration fee/\$1,200 per trustee expenses
Hastings	Meals, accommodation, registration reimbursed
Hearst	Cost + \$40/day out of pocket expenses
Hornepayne	As required
Huron	Registration, accommodation, travel
Kapuskasing	Expenses for approved conferences
Kenora	Prior approval by board required
Kent	Expenses incurred - board approves attendance
Kirkland Lake	registration, accommodation, meals

- 2 -

TABLE 4

TRUSTEE EXPENSES - CONVENTION/WORKSHOP ATTENDANCE

<u>BOARD</u>	<u>CONVENTION/WORKSHOP ATTENDANCE</u>
Lake Superior	\$35/day meals for 1 Provincial and 1 Regional Conference
Lakehead	All expenses/No liquor or entertaining
Lambton	\$750/yr + one conference from approved list
Lanark	Meals \$30/day + travel, accommodation, registration, incidentals
Leeds & Grenville	As approved by Chairman/ Expenses reimbursed
Lennox & Addington	Budget approved for each trustee each year
Lincoln	\$1,804/yr/trustee
London	As approved by Chairman/ transportation + \$45 per diem
Manitoulin	Out-of-pocket expenses
Metro Toronto	No specific allowance - Very limited
Michipicoten	Actual expenses
Middlesex	Full expenses up to \$900/Chair \$1800/Vice \$1375/Cte Chair \$1200
Muskoka	---
Niagara South	Expenses incurred
Nipigon-Red Rock	\$1,950 trustee annual allowance
Nipissing	\$2,500
Norfolk	\$1,500/trustee excluding registration
North Shore	No established policy
North York	\$150/day allowance + travel
North. & Newcastle	Detailed policy attached in Appendix A
Ottawa	Annual amount based on number of electoral wards per trustee zone. \$4,000 or \$6,000/yr
Oxford	Expenses reimbursed
Peel	\$2,000/trustee Additional \$750 Chairman and \$250 Vice-Chair
Perth	As approved by board
Peterborough	---
Prescott-Russell	---
Prince Edward	Mileage, accommodation, meals and expenses
Red Lake	---
Renfrew	Yearly allowance + mileage. Chairman \$1,200 Vice-chair & Past Chair \$1,100. Trustee \$1000

- 3 -

TABLE 4

TRUSTEE EXPENSES - CONVENTION/WORKSHOP ATTENDANCE

<u>BOARD</u>	<u>CONVENTION/WORKSHOP ATTENDANCE</u>
Sault Ste. Marie	\$1500/yr
Scarborough	Maximum of 3 conventions/yr - policy in Appendix A
Simcoe	Expenses
Stormont, Dun. & Glen.	---
Sudbury	\$1200/trustee + salary conference
Timiskaming	Paid in full/ shared transportation
Timmins	Detailed policy in Appendix A
Toronto	\$5,730/3 yr term
Victoria	Full expenses paid on board motion
Waterloo	Detailed policy in Appendix A
Wellington	\$1000 yr + Salary & NEST Conference. \$40 day meals
Wentworth	As requested and approved by board
West Parry Sound	Actual expenses
Windsor	Detailed policy in Appendix A
York City	Full costs
Connell & Ponsford DSA	Air fare, registration, meals, accomodation
Foleyet DSA	---
Mine Centre DSA	\$29/day meals, mileage & accomodation
Missarenda DSA	\$125/diem and mileage
Nakina DSA	Registration, meals, accomodation
Northern DSA	Direct expenses
Umfreville DSA	Actual costs

TABLE 5

<u>BOARD</u>	<u>SECRETARIAL/CLERICAL ASSISTANCE</u>
Lakehead	20% of time of Director's secretary
London	One 1/2 time secretary for chairman & trustees
Metro Toronto	Limited to Chairman
North York	Secretarial support for letters and newsletters
Peel	One senior secretary assigned to trustees
Toronto	Three secretaries
Waterloo	Chairman of board has secretary, other trustees use service available through chairman's office

TABLE 6

BOARD

Brant
 Carleton
 Dufferin
 Durham
 East York
 Etobicoke
 Frontenac

 Grey
 Hamilton
 Hastings
 Kenora
 Lakehead
 Lambton
 London
 Metro Toronto
 Northumberland/Newcastle
 North York
 Ottawa

 Peel

 Perth
 Prince Edward
 Renfrew
 Sault Ste Marie
 Scarborough
 Simcoe
 Toronto
 Victoria
 Waterloo
 Wentworth
 West Parry Sound
 Windsor

OFFICE SPACE

For Board Chairman
 Trustees lounge + Chairman office
 Designated trustee room
 Trustee office
 Chairman of Board
 Chairman office
 Chairman office/Trustee Work area
 with 2 desks and small meeting area
 Lounge
 Chairman's office + one other office
 Chairman
 Desk in a meeting room available
 Chairman's office + trustee lounge
 Chairman's office
 Chairman's office
 Chairman
 Office space for chairman
 Shared space
 Private office Chairman & Vice-Chairman
 One other general office
 Chairman office/Trustee Lounge with
 individual work carrels
 Desk and phone in trustee lounge
 Trustees room
 Room set aside for trustees
 For chairman
 Chairman office/ trustees share office
 Chairman office
 One office per trustee
 Chairperson
 Chairman office/trustees' lounge
 Trustee lounge
 One office
 Chairperson

TRUSTEE BENEFITS

<u>BENEFIT/BOARD</u>	<u>% PAID BY BOARD</u>	<u>% PAID BY TRUSTEE</u>
<u>(1) Accidental Death & Dismemberment (AD&D)</u>		
Atikokan	40	60
Carleton	0	100
Cochrane-Iroquois Falls, Black River-Matheson	100	0
Dufferin	50	50
Elgin	100	0
Espanola	100	0
Essex	100	0
Frontenac	100	0
Geraldton	100	0
Halton	0	100
Lambton	100	0
Lennox & Addington	100	0
Michipicoten	100	0
Middlesex	50	50
Nipissing	100	0
Peel	36	64
Missarenda DSA	100	0
Timiskaming	100	0
Sudbury	100	0
Renfrew	100	0
Victoria	100	0
Lake Superior	100	0
<u>(2) Conflict of Interest</u>		
Manitoulin	50	50
<u>(3) Dental Care</u>		
Bruce	0	100
Carleton	0	100
Kirkland Lake	0	100
Niagara South	0	100
Norfolk	80	20
North York	75	25
Ottawa	0	100
Oxford	75	25
Toronto	100	0
Waterloo	0	100
<u>(4) Extended Health Care</u>		
Bruce	0	100
Carleton	0	100
East York	0	100
Kirkland Lake	0	100
Ottawa	0	100
Oxford	85	15
North York	100	0
Toronto	100	0
Waterloo	0	100

TABLE 7

TRUSTEE BENEFITS

<u>BENEFIT/BOARD</u>	<u>% PAID BY BOARD</u>	<u>% PAID BY TRUSTEE</u>
<u>(5) OHIP</u>		
Norfolk	80	20
North York	100	0
Waterloo	0	100
Toronto	100	0
<u>(6) Semi-Private</u>		
Bruce	0	100
Niagara South	0	100
North York	100	0
Norfolk	80	20
Toronto	100	0
<u>(7) Major Medical</u>		
Niagara South	0	100
<u>(8) Life Insurance</u>		
Atikokan	first 10,000	optional amount
Carleton	0	100
East York	0	100
Essex	100	0
Haliburton	0	100
Halton	0	100
Hornepayne	100	0
Kent	100	0
Kirkland Lake	0	100
Niagara South	0	100
Waterloo	0	100
Oxford	85	15
Renfrew	0	100
North York	100 (25,000)	0
Toronto	100 (25,000)	0
Connell & Ponsford DSA	100	0
Umfreville DSA	100	0
Northumberland & Newcastle	100	0
<u>(9) Employee Assistance Program</u>		
Dufferin	100	0
Grey	100	0
Lambton	85	15
<u>(10) Fidelity Bonds</u>		
Timiskaming	100	0
<u>(11) Unspecified</u>		
Windsor	0	100
- Board benefit package for all employees available to trustees		

APPENDIX A**BOARD POLICIES RE CONVENTION/WORKSHOP ATTENDANCE**

THE CARLETON BOARD OF EDUCATION

SECTION

B: SCHOOL BOARD GOVERNANCE AND OPERATIONS

CODE

POLICY

BOARD AND ADVISORY COMMITTEE MEMBERS
- CONFERENCES, SEMINARS AND OTHER TRAVEL

BHBA

GENERAL

1. The Carleton Board of Education believes it is important for members of the Board, and non-trustee members appointed or elected to statutory advisory committees, to be provided with opportunities to gain knowledge and experience in matters related to educational programming, curricula, services, administration and governance, and to keep abreast of current developments which are pertinent to their roles and functions in the school system.

DISCRETIONARY TRAVEL - TRUSTEES

2. Trustees may attend conferences, seminars, workshops or similar activities, or visit other school systems, at their own discretion, provided such visit relates directly to the functions of the Board. A specific individual allocation will be provided each year in the budget estimates, for this purpose, based on current costs of registration fees, travel and accommodation in North America.

DISCRETIONARY TRAVEL - ADVISORY COMMITTEE MEMBERS

3. Non-trustee members of the following advisory committees shall similarly be provided with an individual allocation for their discretionary use to support their own professional development activities, where such activities bear a direct relationship to the work of the respective committees:

Advisory Vocational Committee	5 members
Special Education Advisory Committee	<u>12</u> members

17

AL14/AUG87



THE CARLETON BOARD OF EDUCATION

SECTION

B: SCHOOL BOARD GOVERNANCE AND OPERATIONS

CODE

POLICY

BOARD AND ADVISORY COMMITTEE MEMBERS
- CONFERENCES, SEMINARS AND OTHER TRAVEL

BHBA

4. This allocation shall be based on 50 per cent of the allocation provided to individual members of the Board.

CHAIRMAN'S DISCRETIONARY ACCOUNT

5. A "Chairman's Discretionary Account", to be used at his or her discretion to support any individual trustee or advisory committee member's professional development activities, or generally to support any professional development activities for the Board or advisory committees as a whole: the amount of such funds to be determined each year in the budget-setting process.

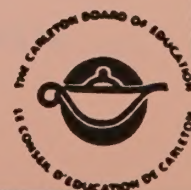
BUSINESS TRAVEL

6. Trustees and non-trustee members of advisory committees may travel outside the Regional Municipality of Ottawa-Carleton on Board business, exclusive of travel undertaken for their own professional development as outlined in paragraphs 2, 3, 4 and 5 above, only as directed by the Board, or as authorized by the Chairman of the Board.

GENERAL PROVISIONS

7. Travel arrangements should be made as far in advance as possible to obtain the most economical travel and accommodation arrangements such as advance booking excursion rates.
8. The Chairman of the Board will attempt to ensure that the Board is not over or under represented at principal functions.
9. Persons travelling on Board business or for professional development reasons should share with all members of the Board (or Committee as the case may be) any papers, findings or general information obtained by them during the event.

AL14/AUG87



THE CARLETON BOARD OF EDUCATION

SECTION

B: SCHOOL BOARD GOVERNANCE AND OPERATIONS

CODE

POLICY

BOARD AND ADVISORY COMMITTEE MEMBERS
- CONFERENCES, SEMINARS AND OTHER TRAVEL

BHBA

10. Reimbursement for Board business or professional development travel will be made in accordance with Procedure DLC-P, Travel Approval and Expense Reimbursement, on the same basis as for staff.

AUTHORITY: Board Minutes: 57-69; 62-69; 64-69; 65-69; 87-69; 116-69;
115-69; 102-82; 226-83; 121-84; 124-87

AL14/AUG87



THE NORTHUMBERLAND AND NEWCASTLE
BOARD OF EDUCATIONTHE BOARD AND ITS COMMITTEESPROFESSIONAL ACTIVITIESTRUSTEE ATTENDANCE AT WORKSHOPS,
CONFERENCES AND CONVENTIONSPolicy No. 145PURPOSE

The Board wishes to provide opportunities for its members to acquire information and experience concerning school programs and administration. In this way, the System, its students and staff will benefit from improved curriculum and efficient operation.

DISTRIBUTION OF INFORMATION

The Secretary of the Board shall advise Trustees of workshops, conferences and conventions by circulating information as it is received.

SELECTION OF DELEGATES AND PARTICIPANTS

1. The Board encourages members to attend conferences called by organizations in which it holds membership.
2. Attendance at conferences, conventions or workshops shall be approved by a committee comprised of the Chairperson, Vice-chairperson and most immediate Past Chairperson of the Board in consultation with the Director of Education.
3. The criteria used by the Chairperson's Committee in designating delegates or participants shall include
 - (a) the anticipated benefit to the Board,
 - (b) the interest of individual trustees,
 - (c) previous conference attendance, and
 - (d) budget considerations.
4. Conference attendance may be authorized by the Board for non-trustee members of Board Committees.

BUDGET CONTROL

On recommendation of the Operations and Finance Committee, the Board will establish an annual budget:

PAGE BB

PAGE BB

THE NORTHUMBERLAND AND NEWCASTLE
BOARD OF EDUCATION

THE BOARD AND ITS COMMITTEES

PROFESSIONAL ACTIVITIES

TRUSTEE ATTENDANCE AT WORKSHOPS,
CONFERENCES AND CONVENTIONS (Cont'd)

Policy No. 145

BUDGET CONTROL (Cont'd)

1. The Operations and Finance Committee will recommend annually a maximum allocation for
 - (a) reimbursement of reasonable expenses, and
 - (b) contingencies.
2. Registration fees (and airline tickets if applicable) may be paid for by the Board in advance but will be charged to the appropriate budget allocation. Air fare shall be limited to economy rates.
3. Accommodation expenses will be billed directly to the Board.
4. Reimbursement shall be by signed travel expense claim supported by vouchers for expenditures.
5. Reimbursement for transportation by automobile shall be by signed travel expense claim. Where two or more persons travel by automobile to the same destination, the use of car pools is required.
6. After 1 July of any year, reallocation of designated funds may be authorized by the Board.

11 September 1980
2 April 1981
26 May 1988

J2:15:2

THE NORTHUMBERLAND AND NEWCASTLE
BOARD OF EDUCATION

THE BOARD AND ITS COMMITTEES

PROFESSIONAL ACTIVITIES

TRUSTEE ATTENDANCE AT WORKSHOPS,
CONFERENCES AND CONVENTIONS

Policy No. 145
Appendix A

GUIDELINES FOR REIMBURSEMENT OF TRUSTEES' EXPENSES

The following guidelines have been established to ensure all trustees are aware of what type of expenditures incurred by them in their role as trustee can be reimbursed and the rates where applicable.

1. TRAVEL

Any travel by trustees using their own vehicles while on Board business will be reimbursed at the approved rate/km upon submission of monthly expense accounts.

2. MEALS

All meals which become necessary while representing the Board either in or outside the System can be submitted for reimbursement with receipts where available.

The following daily meal allowance is provided as a guideline for meal expenses and will be adjusted annually, for inflation, effective December.

Breakfast	\$ 6.00	6.25
Lunch	\$ 8.00	8.30
Dinner	\$ 20.00	20.80

3. TELEPHONE EXPENSES

- (a) Long distance calls made regarding Board business can be submitted on a monthly expense account by attaching a copy of the telephone bill with Board calls highlighted.
- (b) Long distance calls home while out-of-system on Board business. It is recognized that while staying out of town on Board business, trustees may wish to call home for a variety of reasons. It has been agreed that within reasonable limits this should be allowed and the call can be charged to the hotel room.

THE NORTHUMBERLAND AND NEWCASTLE
BOARD OF EDUCATION

THE BOARD AND ITS COMMITTEES

PROFESSIONAL ACTIVITIES

TRUSTEE ATTENDANCE AT WORKSHOPS,
CONFERENCES AND CONVENTIONS (Cont'd)

Policy No. 145
Appendix A

SUBMISSION OF EXPENSE ACCOUNTS

Accounts should normally be submitted for reimbursement by the end of the month following the month when the expense was incurred.

Cheques will be run on the 7th and 22nd of each month. Therefore, expense claims must be received by the Accounting Department by 10:00 a.m., two working days prior to cheque run dates.

26 May 1988

J2:15:5

THE NORTHUMBERLAND AND NEWCASTLE
BOARD OF EDUCATION

THE BOARD AND ITS COMMITTEES

PROFESSIONAL ACTIVITIES

ALLOWANCES FOR BOARD MEMBERS AND FOR
MEMBERS OF STATUTORY COMMITTEES

Policy No. 150

1. Board Members - By resolution of the Board definitive service allowances for Trustees and for the Chairman of the Board will be established as provided for in The Education Act.
2. Statutory Committees - Where a Statutory Committee has been established by the Board, each member who is not a member of the Board will be paid a service allowance in accordance with a rate determined by the Board and as provided for in The Education Act.
3. Travel Allowance - The Board will establish and will review periodically an allowance at a rate per kilometre applicable to Trustees and to members of Statutory Committees in accordance with The Education Act.

1 September, 1969
18 January, 1973
26 August, 1976
26 February, 1981

THE BOARD OF EDUCATION FOR THE CITY OF SCARBOROUGH

CONVENTION POLICY

- (1) The following policy will cover conventions for trustees:

Trustees

- (1) Trustees, with the exception of the Chairman to whom this restriction shall not apply, may attend up to a maximum of three conventions during a year, one outside of Canada and two within Canada, plus conventions of Ontario Trustee organizations of which the Board is a member.
 - (2) Toronto conferences will not be considered as conventions within Canada.
 - (3) Trustee allowance for conventions in Toronto will be for actual expenses incurred.
 - (4) For both trustees and officials, the following will be the payment for transportation:
 - (a) by air - regular economy air fare plus taxi allowance, if used;
 - (b) by train - regular fare plus taxi and other expenses;
 - ** (c) by car - mileage rate currently in effect, plus other expenses, the maximum of (c) not to exceed total that would be spent in (b) or (a), whichever is higher.
 - (5) For trustees and employees of the Board, justifiable travelling and hotel expenses, and registration fees will be for the actual amount involved and further, an advance may be made to the individual for estimated expenses (estimates based on minimum hotel rate, transportation costs, and \$25.00 per day living allowance). (per diem rate set at Board Meeting #3, February 2, 1981).
 - (6) Trustees will be required to inform the Board of his/her intention to attend a convention, and they will be required to present a report after attendance at a convention to the appropriate committee.
 - (7) In future, a report of Trustees' Convention Expenses will be submitted to the Board annually.
- ** (1) This amount may be updated yearly - currently 24c per km;
- (2) No mileage if conference is in Metropolitan Toronto;
- (3) No advance for a Toronto Conference. Trustees receive actual expenses incurred.

T&E POLICY MANUAL

SECTION:

TITLE TRAVEL - CONFERENCES &
CONVENTIONS

POLICY CODE

Page 1 of 1

REGULATIONS YES ☒ NOPROCEDURES YES ☐ NO**POLICY STATEMENT**

The Timmins Board of Education supports, within their available resources, the attendance of its members at conferences/seminars for the purpose of improving their knowledge, and thus their effectiveness as trustees, and in turn the overall effectiveness of the system.

1st READING October 27, 19872nd READING November 24, 1987

TRF POLICY MANUAL

SECTION:

TITLE TRAVEL - CONFERENCES &
CONVENTIONS

POLICY CODE

Page 2 of 5

PROCEDURES YES ☐ NO ☒

ADMINISTRATIVE REGULATIONS

- 1.1.4 Where the trustee feels that his/her attendance would be of considerable value to this Board and/or for personal development -

Each Trustee will be eligible to attend events of this nature from the list referenced in section 1, and be reimbursed for expenses calculated in accordance with the Allowable Expense Items (2.0 below) and with the Allowable Expense Amounts (4.0 below); approval for such reimbursement is implicit in this policy. Approval for reimbursement for expenses beyond the figure set out in 4.0 below for any trustee requires special Board approval.

- 1.2 Where the Chairman/and or designate is requested to attend meetings and/or presentations at the invitation of the Ministry of Education, the trustee shall be reimbursed in accordance with current Board Policy and Regulations.
- 1.3 The Board shall set an amount for inclusion in the budget annually to cover these expenses. Since the budget for Trustee Travel is limited every effort shall be made to apportion the money available fairly and to the best advantage of the system.
- 1.4 Trustees wishing to attend any conference at their own expense do not require approval. (A non-trustee member of a statutory committee may apply to attend conferences or conventions related to the work of the Committee on which he or she is a member, or as otherwise approved by the Board.)

EFFECTIVE DATE Nov. 24, 198

IBF POLICY MANUAL

SECTION:

POLICY CODE

Page 3 of 5

TITLE TRAVEL - CONFERENCES &
CONVENTIONSPROCEDURES YES ☐ NO ☒

ADMINISTRATIVE REGULATIONS

2. Allowable Expense Items

Expenses for trustees and non-board members of statutory committees shall be paid, for the following items:

2.1 Conventions/Conferences - More than One Day

2.1.1 Registration fee

2.1.2 Hotel accommodation for the days of the convention/conference and the previous night if necessary; such accommodation to be arranged at the Convention Hotel if accommodation is available.

2.1.3 Travel costs to and from the convention/conference centre;

- if by air, economy class fare, or special discount fares if available, plus ground transportation. $30^{00} \times 2 = 60^{00}$
- if by train, first class fare, including roomette
- if by car, the lesser of the current travel rate or economy air fare

2.1.4 An allowance for expenses not covered in (2.1.1), (2.1.2), or (2.1.3) in accordance with 4.0 below for the days of the convention attended and for no more than 2 days, (if required), for travel (e. g. meals where not covered by registration fee, taxi, telephone etc.)

IBF POLICY MANUAL

SECTION:

TITLE TRAVEL - CONFERENCES &
CONVENTIONS

POLICY CODE

Page 3 of 5

PROCEDURES YES ☐ NO ☒**ADMINISTRATIVE REGULATIONS**2. Allowable Expense Items

Expenses for trustees and non-board members of statutory committees shall be paid, for the following items:

2.1 Conventions/Conferences - More than One Day

2.1.1 Registration fee

2.1.2 Hotel accommodation for the days of the convention/conference and the previous night if necessary; such accommodation to be arranged at the Convention Hotel if accommodation is available.

2.1.3 Travel costs to and from the convention/conference centre;

- if by air, economy class fare, or special discount fares if available, plus ground transportation.
- if by train, first class fare, including roomette
- if by car, the lesser of the current travel rate or economy air fare

2.1.4 An allowance for expenses not covered in (2.1.1), (2.1.2), or (2.1.3) in accordance with 4.0 below for the days of the convention attended and for no more than 2 days, (if required), for travel (e. g. meals where not covered by registration fee, taxi, telephone etc.)

EFFECTIVE DATE Nov. 24, 1987

TRE POLICY MANUAL

SECTION:

POLICY CODE

Page 4 of 5

TITLE TRAVEL - CONFERENCES &
- CONVENTIONSPROCEDURES YES ☐ NO ☒**ADMINISTRATIVE REGULATIONS****2.2 Convention/Conference - One Day**

2.2.1 Registration fee;

2.2.2 Other out-of-pocket expenses as submitted in the expense account;

2.2.3 Travel Costs.

2.3 Within 30 days of returning from a conference, course, or convention an Expense Report Form with receipts and any refund due to the Board attached, must be submitted to the Superintendent of Business.

2.4 When travelling by car, trustees should share the transportation where possible.

3. Selecting and Reporting on Conferences and Conventions

3.1 The Director or designate shall prepare and have on file in his office a list of educational conferences and conventions; the list shall be presented to the Board from time to time as far in advance of the conference and convention dates as possible.

3.2 The Director or designate shall secure in advance, wherever possible, programs of conferences and conventions.

TBF POLICY MANUAL

SECTION:

TITLE TRAVEL - CONFERENCES &
CONVENTIONS

POLICY CODE

Page 5 of 5

PROCEDURES YES ☐ NO ☒

ADMINISTRATIVE REGULATIONS

3.3 Delegates should submit to the Board written reports on matters which might be of interest to the members of staff. A list of the reports filed shall be prepared and distributed monthly to the Board.

3.4 The Director or designate shall report quarterly to the Board on trustee expenditures within this policy.

4. Allowable Expense Items (see 2.1.4 above)

\$45.00 per day for incidental expenses (Items 2.1.4 and 2.2.2) .

5. The above regulations will also apply to the Director of Education, Superintendents and Senior Business staff of the Central Administrative Office; when travelling on authorized Board business.

1540.1

THE WATERLOO COUNTY BOARD OF EDUCATION**POLICY STATEMENT****Attendance at Conventions by Trustees**

In order to provide opportunities for Board members to gain greater depth of knowledge and experience relative to their responsibilities as trustees The Waterloo County Board of Education supports the attendance of trustees at conferences, conventions, seminars and courses of an educational nature in accordance with the regulations governing this policy and subject to budget limitations established by the Board.

April 17, 1969

Revised July 8, 1982

Revised February 27, 1986

PAGE NN

1540.1

THE WATERLOO COUNTY BOARD OF EDUCATION
REGULATIONS GOVERNING ATTENDANCE AT
CONVENTIONS BY TRUSTEES

- (a) For purposes of this policy a "convention" means any meeting of an educational nature attended by a board member which lasts for more than one day.
- (b) A convention expense budget shall be established annually by the Board.
- (c) Trustees may attend one out-of-Province convention per year.
- (d) No more than three trustees may attend the same out-of-Province convention.
- (e) In the event that more than three trustees apply to attend the same convention a special committee consisting of the Chairman and two trustees to be appointed by the Board would make the determination in accordance with the regulations. The Committee will give consideration to Board or Committee members having a special interest in the topic(s) being covered during the convention and to the order in which applications were received.
- (f) The Board will pay the following expenses in connection with the attendance by a trustee at an approved convention; registration, accommodation, transportation, meals, and incidentals.
- (g) Supporting vouchers and receipts for expenses incurred under these regulations must be submitted to the Chairman's Office.
- (i) Trustees whose expenses are being paid by another sponsoring organization will not be reimbursed under the policy and regulations.
- (j) Trustees attending a convention under this policy and its regulations shall provide a written report on the convention to be distributed to all Board members.
- (k) Any exceptions to the foregoing regulations require Board approval.

April 17, 1969
Revised February 27, 1986
Revised October 20, 1988

WINDSOR

POLICY - ATTENDANCE OF TRUSTEES AT CONVENTIONS
AND CONFERENCES

- January 22, 1975.

It is desirable that school trustees attend educational conventions in order to be conversant with educational matters on which they may be expected to establish policies and to become informed regarding trends in education. Any information gleaned, which would be helpful to the Windsor School system should be reported upon the return of the delegate.

Trustees may attend:

- 1) Annual conventions of any trustee association with which the Board is affiliated.
- 2) O.E.A.
- 3) Other conventions of their choice, such as:
 - Council for Exceptional Children
 - Ontario Association for Curriculum Development
 - International Reading Association
 - Guidance Councillor's Association

A Trustee wishing to attend more than one convention as shown in item 3) will notify the Board of his/her desire.

Trustees wishing to attend conferences not listed in the policy as well as conferences outside Canada, are required to obtain permission from the Board. (May 24, 1978)

- A. Delegate should register his intention to attend a conference with the Director of Education's secretary in sufficient time so that all arrangements may be made

M101.2x-27/1986-08

Attendance of Trustees At Conventions and
Conferences Cont'd

satisfactorily, for proper registration of the delegate and usual hotel and transportation reservations.

Expenses for attendance at the conventions will be paid in accordance with Section 164, Subsection 4 of The Education Act. The travelling expense account form should be completed upon return and should include all expenses incurred on business of the Board. Receipts should be obtained for transportation and hotel accommodation not pre-purchased for the Trustee.

Allowable travelling expenses are detailed below:

- a) by rail, or by air-economy fare
- b) by automobile
 - i when an individual travels by automobile, the current applicable mileage rate will be paid but the total cost allowable shall not exceed the economy air fare to that individual's destination.
 - ii when two or more delegates are travelling together the current applicable mileage rate will be paid to the automobile owner, but the total cost allowance shall not exceed the total economy air fare that would be required for the group.

100 Main Street West,
Hamilton, Ontario,
1989 10 12.

TO THE CHAIRMAN AND MEMBERS,
PERSONNEL AND ORGANIZATION COMMITTEE,
Hamilton Board of Education.

Ladies and Gentlemen:

TRUSTEE HONORARIUM

Bill 69 received Royal Assent on February 27, 1989.
Section 24 of the Bill amended Section 167 of the Education
Act with respect to allowances for members of the board.

The amendments enable a board to determine the
allowances and additional allowances payable to members of
the board and removes the restriction that applied
heretofore that allowances were determined by the outgoing
board for the new board to be elected.

Section 167 of the Education Act states:

(1) Allowance for Members

A board may pay to each member of the board an
allowance in such amount that is determined by the
board to be payable to the members thereof.

(2) Chairman and Vice-chairman

A board may pay an allowance in such amount as is
determined by the board in addition to the
allowance payable under subsection (1) to the
chairman and vice-chairman of the board and to the
chairman of committees of the board.

(2a) Different Allowances

The additional allowance payable to the chairman
may differ from the additional allowance payable
to the vice-chairman.

(2b) Basis of Allowance

A member of a board of education by separate
school electors, a member of the board elected for
the purposes of Part X1-A and a member appointed
to the board is entitled to an allowance on the
same basis as a member of the board elected by
public school electors.

(2c) A trustee of a separate school board elected for the purposes of Part X1-A or appointed to the board is entitled to an allowance on the same basis as a trustee who is elected, other than for the purposes of Part X1-A, by separate school electors.

(2d) Decrease in allowance

A board may at any time decrease any allowance payable to members, the chairman or the vice-chairman of the board.

(2e) Chairman and Vice-chairman of Council or Section

Where the French-language education council, English-language education council, French-language section or English-language section of a board has a chairman or a vice-chairman of the council or section, as the case may be, the council or section may authorize an additional allowance, not to exceed that paid to the chairman or vice-chairman of the board under subsection (2), to be paid to the chairman or vice-chairman of the council or section.

(2f) A chairman or vice-chairman of a council or section may only be paid one additional allowance.

(2g) Allocation of Cost

An allowance payable under subsection (1), (2) or (2e) with respect to a French-language education council or French-language section shall be included as part of centralized services for the purposes of allocating amounts under section 277n.

In July, 1987, the following motion was adopted:

"That effective 1988 12 01, the honoraria for the trustees of the Board of Education for the City of Hamilton be increased to \$11,000 per annum; and that the Chairman of the Board's honorarium be increased to \$16,500 per annum for each of the two succeeding years, these honoraria be increased/decreased by the annual change in the Canadian Consumer Price Index."

The most current information available indicates a 5.2% increase in the Canadian Consumer Price Index for the year ended August, 1989.

(15) A transfer of a separate school board elected for the purposes of Part XI-A or appointed to the board is entitled to an allowance on the same basis as a transfer who is elected, other than for the purposes of Part XI-A, by separate school districts.

(15) Remuneration in Allowance

A board may at any time decrease any allowance payable to members, the chairman or the vice-chairman of the board.

(16) Chairman and Vice-Chairman of Council or Section

Where the French-language education council, English-language education council, French-language section or English-language section of a board has a chairman or a vice-chairman of the council or section, as the case may be, the council or section may authorize an additional allowance, not to exceed that paid to the chairman or vice-chairman of the board under subsection (5), to be paid to the chairman or vice-chairman of the council or section.

(17) A chairman or vice-chairman of a council or section may only be paid one additional allowance.

(18) Allocation of Costs

An allowance payable under subsection (1), (2) or (3) with respect to a French-language education council or French-language section shall be included as part of centralized services for the purposes of allocating amounts under section 17(1).

In July, 1987, the following motion was adopted:

"That effective 1987-88, the honoraria for the chairman of the Board of Education for the City of Hamilton be increased to \$11,000 per annum; and that the chairman of the Board's honorarium be increased to \$10,500 per annum for each of the two succeeding years, these honoraria be indexed/adjusted by the annual change in the Canadian Consumer Price Index."

The next annual information available indicates a 2.1% increase in the Canadian Consumer Price Index for the year ended August, 1987.

Recommendation:

That this report be received for information.

Prepared and Submitted by: P. E. Shewfelt,
Superintendent of Finance
and Treasurer.

Approved by: K. A. Rielly,
Director of Education and Secretary.

mb

Memorandum

For the purpose of the investigation.

Subject: [illegible]
Reference: [illegible]
Date: [illegible]

Reported by: [illegible]
Director of [illegible]

100 Main Street West,
Hamilton, Ontario,
1989 10 12.

TO THE CHAIRMAN AND MEMBERS,
PERSONNEL AND ORGANIZATION COMMITTEE,
Hamilton Board of Education.

Ladies and Gentlemen:

TRUSTEE TRAVEL ALLOWANCE

Section 167 of the Education Act states

(3) Travel Expenses to Attend Board Meetings

In respect of travel of a member of the board to and from his residence to attend a meeting of the board, or a committee thereof, that is held within the area of jurisdiction of the board, the board may,

- (a) reimburse the member for his expenses necessarily incurred therefor or such lesser amount as be determined by the board; or
- (b) pay the member an allowance at a rate per kilometer determined by the board

(4) Expenses for Authorized Travel on Board Business

A board may authorize a member of the board to travel on designated business of the board and may reimburse the memberfor his actual expenses incurred on business of the board, or such lesser amount as may be determined by the board.

(5) Deduction Because of Absence

A board may provide for a deduction of a reasonable amount from the allowance of a member because of absence from regular or committee meetings of the board.

(6) Advisory Committee Members

Subsections (3), (4) and (5) apply with necessary modifications to members of a committee established by the board who are not members of the board.

General Policy Statement

1. Subsection 101: The present annual estimate of \$1,100 per annum was effective on 1st of 11.
2. Subsection 102: It is the policy of the Government to maintain the present level of expenditure on education. It is the policy of the Government to maintain the present level of expenditure on education. It is the policy of the Government to maintain the present level of expenditure on education.

Recommendations

That this report be received for information.

Reported and Submitted by: J. E. Smith,
Minister of Education and Science
and Training.

Approved by: J. E. Smith,
Minister of Education and Science.

100 Main Street West,
Hamilton, Ontario,
1989 10 12.

TO THE CHAIRMAN AND MEMBERS,
PERSONNEL AND ORGANIZATION COMMITTEE,
Hamilton Board of Education.

Ladies and Gentlemen:

RE: TRUSTEE PERSONNEL TRAINING

Personnel Training generally encompasses those professional development activities relating to seminars, workshops, conferences and conventions.

In June, 1983, the Board approved Regulations Governing Attendance at Conventions effective 1983 12 01:

- . a trustee, French Language member or appointee (Special Education Advisory Committee) may attend conferences and conventions with the subsidy of the Board. This subsidy shall be determined by dividing equally among all trustees the amount budgeted by the Board for trustee conferences. Similarly, the subsidy of the Board for French Language members and appointees shall be determined by dividing equally among each group the amount budgeted by the Board for conferences pertaining to the committees concerned.
- . a trustee, French Language member or appointee (Special Education Advisory Committee) who is delegated by the Board to attend a convention or conference or is a participant on the program of a convention or conference shall receive expenses according to policy and this amount shall not be counted as part of the regular Board subsidy.

The 1989 budget for Trustee Personnel Training was determined as follows:

100 Main Street,
New York, N.Y.
10001

TO THE BOARD OF DIRECTORS
AND THE BOARD OF TRUSTEES
OF THE UNITED STATES OF AMERICA

Respectfully,
James M. Smith

THE BOARD OF DIRECTORS

Respectfully, I am writing to you regarding the
proposed amendments to the Charter of the
United States of America.

In 1988, the Board of Directors of the
United States of America adopted the following

a resolution, which was adopted by the
Board of Directors of the United States of America
and the Board of Trustees of the United States of America.
This resolution shall be known as the
United States of America Resolution. The Board of Directors
of the United States of America shall be known as the
United States of America Board. The Board of Trustees
of the United States of America shall be known as the
United States of America Trustees. The Board of Directors
of the United States of America shall be known as the
United States of America Board. The Board of Trustees
of the United States of America shall be known as the
United States of America Trustees.

a resolution, which was adopted by the
Board of Directors of the United States of America
and the Board of Trustees of the United States of America.
This resolution shall be known as the
United States of America Resolution. The Board of Directors
of the United States of America shall be known as the
United States of America Board. The Board of Trustees
of the United States of America shall be known as the
United States of America Trustees. The Board of Directors
of the United States of America shall be known as the
United States of America Board. The Board of Trustees
of the United States of America shall be known as the
United States of America Trustees.

The 1988 Budget for the United States of America
is as follows:

. provision for transportation, accommodation, meals, etc.	
. trustees (21 x \$1,260)	\$26,460
. SEAC - committee (10 x \$100)	1,000
- community (4 x \$100)	400
. provision for registration fees	6,615
. provision for voting delegates	-
. provision for Chairperson's membership fee	150
	\$34,625

Recommendation:

That this report be received for information.

Prepared by: Paul E. Shewfelt,
Superintendent of Finance and Treasurer.

Approved by: Keith A. Rielly,
Director of Education and Secretary.

mb

Approved for transmission, authorization,
and release

255,400	Approved for release 12/1/2001
2,900	Approved for release 12/1/2001
400	Approved for release 12/1/2001
2,410	Approved for release 12/1/2001
-	Approved for release 12/1/2001
120	Approved for release 12/1/2001
255,400	Approved for release 12/1/2001
-	Approved for release 12/1/2001
-	Approved for release 12/1/2001

Authorization

Not to be used as evidence in litigation

Approved by: [Signature]
Special Agent in Charge, [Agency]
Approved by: [Signature]
[Title]

100 Main Street West,
Hamilton, Ontario,
1989 10 12.

TO THE CHAIRMAN AND MEMBERS,
PERSONNEL AND ORGANIZATION COMMITTEE,
Hamilton Board of Education.

Ladies and Gentlemen:

RE: TRUSTEE GROUP BENEFIT PLAN

Section 154 of the Education Act states, a Board may

- 1a. provide for any and all of the members of the board any benefit that may be provided for the employees of the board under section 155 and any other benefits of a like nature that the board considers appropriate.

In July, 1989, the Personnel and Organization Committee considered a report whereby the board would be able to offer a benefit package consisting of:

- . Semi-Private Hospital Care
- . Extended Health Plan
- . Dental Plan
- . \$25,000 Group Life Policy

It was agreed:

"That effective 1989 09 01, the Hamilton Board offer a benefit package, at group rates, to elected members of the Board who wish coverage. The cost of the benefit package shall be borne by the elected members and shall remain in effect while the member serves on the Board up until age 65."

Recommendation:

That this report be received for information.

Prepared and Submitted by: Paul E. Shewfelt,
Superintendent of Finance and
Treasurer.

Approved by: Keith A. Rielly,
Director of Education and Secretary.

mb

100 Main Street West,
Hamilton, Ontario,
1955 12 15

TO THE CHAIRMAN AND MEMBERS,
EDUCATION AND RESEARCH COMMITTEE,
Hamilton Board of Education.

Ladies and Gentlemen:

RE: TRUSTEE REPORT REGARDING 1955

Reference is made to the Education Act which states that a board may

provide for any and all of the members of the
board and provide that any member who is
employed by the board shall receive 1/2 and any
other member of a like nature from the board
reasonable compensation.

In July, 1955, the Education and Research Committee
submitted a report whereby the board would be able to give
a benefit package consisting of:

- 1. Term-Private Hospital Care
- 2. Pensioned Benefit Plan
- 3. Dental Plan
- 4. Life Insurance Plan

It was agreed:

That effective June 30, 1955, the Hamilton Board
shall provide a benefit package, at group rates, to
all members of the board who are employed.
The cost of the benefit package shall be borne
by the elected members and shall remain in effect
while the member serves on the board or until
age 65.

Recommendation:

That this report be accepted for information.

Presented and Submitted by: Paul E. Spawell,
Superintendent of Schools and
Trustee.

Approved by: Ralph A. Smith,
Chairman of Education and Research.

Board of Education,
Hamilton, Ontario,
1989 10 12.

TO THE CHAIRMAN AND MEMBERS,
PERSONNEL AND ORGANIZATION COMMITTEE,
Board of Education,
Hamilton, Ontario.

Ladies and Gentlemen:

Attached please find the third quarterly statement of
Personnel Training expenditures for 1989.

Expenditures to September 30 amount to \$444,413
in 1989 compared to \$313,285 in 1988.

The approved Personnel Training budget for 1989 is
\$796,947.

Prepared by: Edward R. Hodgins,
Manager, Financial Services.

Submitted by: Paul E. Shewfelt,
Superintendent of Finance and Treasurer.

Approved by: Keith A. Rielly,
Director of Education and Secretary.

State of Tennessee
Department of Education
June 10, 1933

TO THE CHAIRMAN AND MEMBERS
OF THE BOARD OF EDUCATION
OF THE STATE OF TENNESSEE
AT THE ANNUAL MEETING
Held at Nashville, Tennessee

Dear Sirs:

Enclosed please find the report of the State Board of Education for the year 1932-33.

The report is divided into two parts, the first of which contains the report of the State Board of Education for the year 1932-33.

The second part of the report contains the report of the State Board of Education for the year 1931-32.

I am, Sirs, very respectfully,
Yours very truly,
W. H. H. H.

The enclosed report of the State Board of Education for the year 1932-33 is

Very truly,
W. H. H. H.

Respectfully,
W. H. H. H.,
Chairman, Board of Education.

Submitted by: W. H. H. H.,
Secretary of the Board of Education.

Approved by: W. H. H. H.,
Director of Education and Training.

PERSONNEL TRAINING

REPORT OF EXPENDITURES TO SEPTEMBER 30, 1989

	<u>BUDGET</u>	<u>EXPENDITURES</u>	<u>BALANCE</u>
010 Business Administration	\$228,946	\$133,444	\$ 95,502
011 General Administration	70,900	29,126	41,774
020 Computer Services	14,000	7,784	6,216
032 Instructional Supervision - Central Services (includes Curriculum, Special Services and Area Offices)	457,970	262,219	195,751
034 School Services	3,000	261	2,739
039 Educational Research	890	1,121	(231)
044 Continuing Education - Evening and other	4,360	1,434	2,926
070 Physical Plant Operation	15,655	8,630	7,025
075 & Maintenance			
076 Transportation Administration	610	135	475
088 Other Operating Expenditure	616	259	357
TOTAL PERSONNEL TRAINING	\$796,947	\$441,413	\$352,534

Education Centre
100 Main Street West
Hamilton, Ontario
1989 10 12

To the Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

ELEMENTARY/SECONDARY

I have the honour to present the following recommendations for your approval:

(a) That Robert Churchill be appointed to the Probationary Staff, effective 1989 10 20 (.5), with salary according to schedule. (elementary)

(b) That the following teachers be appointed to the Occasional Staff, effective as shown, with salaries according to schedule:

Isabel Almeida, 1989 10 03 to 1990 01 31 (4/6) (secondary)
Kathryn Archer, 1989 09 18 to 1990 01 12 (elementary)
Thomas Duncan, 1989 10 10 to further notice (secondary)
Franciska Daines, 1989 09 21 to 1990 02 02 (elementary)
Maureen Eitel, 1989 10 12 to 1990 03 05 (elementary)
Patricia Kaine, 1989 09 12 to further notice (.5) (elementary)
Donald Krouse, 1989 09 20 to further notice (secondary)
Maureen McKenna, 1989 10 02 to 1989 12 21 (elementary)
Louie Morissey, 1989 09 27 to 1990 01 30 (secondary)
Nicolina Perkins, 1989 09 06 to 1989 12 21 (elementary)
Janice Thompson, 1989 09 05 to 1989 09 22 (1.0) (elementary)
1989 09 25 to 1989 10 06 (.5)
Bernice Watts, 1989 09 14 to 1989 10 27 (elementary)

(c) That the following be appointed to the probationary Educational Assistant Staff, effective as shown, with wage rate according to the Collective Agreement:

Anna Battista, 1989 10 02
Ida Beam, 1989 10 10
Janet Cameron, 1989 09 25
Kimberley Daly, 1989 10 02
Marilyn Gowling, 1989 09 18
Debra Faulds, 1989 10 02
Kathy Greenaway, 1989 09 18
Leanne Huegel, 1989 09 18
Sharron Hatoski, 1989 09 27
Debbie Inglehart, 1989 10 02
Sonia Kirschen, 1989 10 02
Gordon Marsh, 1989 09 21
Linda Page, 1989 10 02

Education Center
100 Main Street
Boston, MA 02101
June 1972

To the Chairman and Members
Personnel & Organization Committee
Education Board on Education

Dear Mr. Chairman:

RECOMMENDATIONS

I have the honor to present the following recommendations for your review:

1. That Robert Christie be appointed to the Personnel & Organization Committee effective 1972-73, with salary according to schedule 1.
2. That the following teachers be appointed to the Personnel & Organization Committee effective 1972-73, with salary according to schedule 1:

- Robert Christie, 1972-73 to 1973-74 (Salary Schedule 1)
Robert Christie, 1973-74 to 1974-75 (Salary Schedule 1)
Robert Christie, 1974-75 to 1975-76 (Salary Schedule 1)
Robert Christie, 1975-76 to 1976-77 (Salary Schedule 1)
Robert Christie, 1976-77 to 1977-78 (Salary Schedule 1)
Robert Christie, 1977-78 to 1978-79 (Salary Schedule 1)
Robert Christie, 1978-79 to 1979-80 (Salary Schedule 1)
Robert Christie, 1979-80 to 1980-81 (Salary Schedule 1)
Robert Christie, 1980-81 to 1981-82 (Salary Schedule 1)
Robert Christie, 1981-82 to 1982-83 (Salary Schedule 1)
Robert Christie, 1982-83 to 1983-84 (Salary Schedule 1)
Robert Christie, 1983-84 to 1984-85 (Salary Schedule 1)
Robert Christie, 1984-85 to 1985-86 (Salary Schedule 1)
Robert Christie, 1985-86 to 1986-87 (Salary Schedule 1)
Robert Christie, 1986-87 to 1987-88 (Salary Schedule 1)
Robert Christie, 1987-88 to 1988-89 (Salary Schedule 1)
Robert Christie, 1988-89 to 1989-90 (Salary Schedule 1)
Robert Christie, 1989-90 to 1990-91 (Salary Schedule 1)
Robert Christie, 1990-91 to 1991-92 (Salary Schedule 1)
Robert Christie, 1991-92 to 1992-93 (Salary Schedule 1)

3. That the following be appointed to the Personnel & Organization Committee effective 1972-73, with salary according to the Salary Schedule:

- Robert Christie, 1972-73 to 1973-74 (Salary Schedule 1)
Robert Christie, 1973-74 to 1974-75 (Salary Schedule 1)
Robert Christie, 1974-75 to 1975-76 (Salary Schedule 1)
Robert Christie, 1975-76 to 1976-77 (Salary Schedule 1)
Robert Christie, 1976-77 to 1977-78 (Salary Schedule 1)
Robert Christie, 1977-78 to 1978-79 (Salary Schedule 1)
Robert Christie, 1978-79 to 1979-80 (Salary Schedule 1)
Robert Christie, 1979-80 to 1980-81 (Salary Schedule 1)
Robert Christie, 1980-81 to 1981-82 (Salary Schedule 1)
Robert Christie, 1981-82 to 1982-83 (Salary Schedule 1)
Robert Christie, 1982-83 to 1983-84 (Salary Schedule 1)
Robert Christie, 1983-84 to 1984-85 (Salary Schedule 1)
Robert Christie, 1984-85 to 1985-86 (Salary Schedule 1)
Robert Christie, 1985-86 to 1986-87 (Salary Schedule 1)
Robert Christie, 1986-87 to 1987-88 (Salary Schedule 1)
Robert Christie, 1987-88 to 1988-89 (Salary Schedule 1)
Robert Christie, 1988-89 to 1989-90 (Salary Schedule 1)
Robert Christie, 1989-90 to 1990-91 (Salary Schedule 1)
Robert Christie, 1990-91 to 1991-92 (Salary Schedule 1)
Robert Christie, 1991-92 to 1992-93 (Salary Schedule 1)

(d) That the following be appointed to the probationary Elementary School Clerical and Secretarial Staff, effective as shown, with salary according to the salary schedule:

Beverley Lisso, 1989 09 18, (10 month employment)
 Wendy Haartman, 1989 10 02 (.3), (10 month employment)
 Patricia Thur, 1989 10 02 (.5), (10 month employment)

(e) That the effective date of appointment for Susan Longland, Educational Assistant Staff, approved at the September meeting of the Board, be changed from 1989 09 11 to 1989 09 08.

(f) That the assignment of Joseph Trovato (Behavioural Program Consultant) be extended, effective 1989 09 01 to 1990 06 30.

(g) That the appointment of Leann Yarwood to Special Assignment Teacher - Areas 4 and 5, be extended effective 1989 09 01 to 1990 06 30. (secondary)

(h) That the resignation of James Forrester, Superintendent of Education - Area 1, who is retiring on superannuation, effective 1990 06 30, be accepted with regret, and that the Board's Gratuity be paid.

(i) That the resignation of Graham Rees, who is retiring on superannuation, effective 1989 11 30, be accepted with regret, and that the Board's Gratuity be paid. (secondary)

(j) That the resignation of Bertha L. Davidson, Educational Assistant Staff, effective 1989 09 05, be accepted with regret.

(k) That the request of Ellen Pente for a Maternal Leave of Absence, effective 1989 10 04 to 1990 01 30, be granted in accordance with conditions governing Maternal Leave. (secondary)

(l) That the requests of the following teachers for Maternal Leaves of Absence be granted in accordance with conditions governing Maternal Leave and that these Leaves be followed by Leaves of Absence for Personal Reasons, effective as shown:

Lynn Cowden, 1989 11 06 to 1990 03 16 (elementary)
 Patrizia Vitucci-DiSanto, 1990 02 01 to 1990 08 31 (secondary)

(m) That Lynn DiFrancesco, Secondary School Clerical and Secretarial Staff, be returned from a Maternal Leave of Absence, effective 1989 09 25.

(n) That the requests of the following teachers for Personal Leaves of Absence, effective as shown, be granted:

Norma Ducau, 1990 02 01 to 1990 08 31 (secondary)
 Alan Kingston, 1990 02 01 to 1991 01 31 (secondary)

(o) That the request of Marcia Stevenson for an extension of her Personal Leave of Absence, effective 1989 09 01 to 1990 08 31, be granted. (elementary)

(p) That the request of Gwen Filice, Secondary School Clerical and Secretarial Staff, for a Personal Leave of Absence, effective 1989 11 20 to 1990 01 26, be granted.

(q) That the request of Eileen Runchey, Educational Assistant Staff, for a Personal Leave of Absence, effective 1989 09 05 to 1990 01 05, be granted.

(r) That the following teachers be returned from Leave of Absence and assigned teaching duties, effective as shown:

Julie Beattie, 1989 09 01 (.5) (elementary)
Janis Leyzer, 1989 10 30 (secondary)
Leys Malpass, 1989 09 01 (secondary)
Donna Pitt, 1989 10 30 (elementary)

(s) That the timetables of the following teachers be increased, effective as shown:

Karen Bernyak-Bouwman, from .5 to .7, 1989 09 25 (elementary)
from .7 to 1.0, 1989 09 27
Sharon Oulahen, from .5 to .6, 1989 09 18 (elementary)

(t) That the timetables of the following teachers be increased, effective 1989 09 01:

Zaitoon Adatia, from 4/6 to 6/6 (F.T. Sem. 1 and 2) (secondary)
Brenda Agostini, from .5 to 1.0, (elementary)
Elaine Aikman, from .7 to .9, (elementary)
Jane Arthrell, from .4 to .5, (elementary)
Barbara Bentham, from .5 to 1.0, (elementary)
William Berendt, from 4/6 to 6/6 (F.T. Sem. 1 and 2) (secondary)
Debra Berry, from 4/6 to 6/6 (F.T. Sem. 1 and 2) (secondary)
Sheila Bharath, from .5 to 1.0, (elementary)
Penny Binns, from .5 to 1.0, (elementary)
Karen Brejak, from .5 to 1.0, (elementary)
Corinne Brown, from 3/6 to 4/6 (2/3 Sem. 1 and 2) (secondary)
Helen Brown, from .5 to 1.0, (elementary)
Helen Cambridge, from .9 to 1.0, (elementary)
Anne Cliffe, from .5 to .7, (elementary)
Flora Cocolakis, from .5 to 1.0, (elementary)
Patricia Cudmore, from .5 to 1.0, (elementary)
Dianne Currie, from 4/6 to 6/6 (F.T. Sem. 1 and 2) (secondary)
Brenda Dagg, from .8 to 1.0, (elementary)
Lynne Davies, from .5 to 1.0, (elementary)
Ghislaine Dean, from 3/6 to 4/6 (1/3 Sem. 1, F.T. Sem. 2)
(secondary)
Lynn Domenici, from .5 to 1.0, (elementary)
Norma Ducau, from 4/6 to 6/6 (F.T. Sem. 1, Per. Leave Sem. 2)
(secondary)
Heather Dyer, from .8 to 1.0, (elementary)
Susan Garlough, from .5 to 1.0, (elementary)
Leda Guidotto, from .7 to 1.0, (elementary)
Lorna Hampson, from .5 to 1.0, (elementary)

The first of these is the fact that the Commission has not yet received any information from the Government of the United Kingdom regarding the proposed changes to the law of the sea.

The second is the fact that the Commission has not yet received any information from the Government of the United Kingdom regarding the proposed changes to the law of the sea.

The third is the fact that the Commission has not yet received any information from the Government of the United Kingdom regarding the proposed changes to the law of the sea.

The Commission has not yet received any information from the Government of the United Kingdom regarding the proposed changes to the law of the sea.

The Commission has not yet received any information from the Government of the United Kingdom regarding the proposed changes to the law of the sea.

The Commission has not yet received any information from the Government of the United Kingdom regarding the proposed changes to the law of the sea.

The Commission has not yet received any information from the Government of the United Kingdom regarding the proposed changes to the law of the sea.

The Commission has not yet received any information from the Government of the United Kingdom regarding the proposed changes to the law of the sea.

Georgia James, from .6 to .7, (elementary)
 Janet Jessop, from .5 to 1.0, (elementary)
 William Jorritsma, from .5 to 1.0, (elementary)
 Patricia Kadechuk, from .5 to 1.0, (elementary)
 Barbara Lam, from .5 to .6, (elementary)
 Donna Marchand, from .5 to .7, (elementary)
 Wendy Martin, from .2 to .4, (elementary)
 Patti McMaster, from .7 to 1.0, (elementary)
 Zina Miller, from 4/6 to 6/6 (F.T. Sem. 1 and 2) (secondary)
 Catherine Munro, from 4/6 to 6/6 (F.T. Sem. 1 and 2) (secondary)
 Jo-Anne Nicholas-Ray, from .5 to 1.0, (elementary)
 Carol Palombella, from .5 to 1.0, (elementary)
 Vesna Pankerichan, from 4/6 to 6/6 (F.T. Sem. 1 and 2) (secondary)
 Nancy Parkhill, from .8 to .9, (elementary)
 Margaret Parsons, from .5 to 1.0, (elementary)
 Rebecca Post, from .5 to .6, (elementary)
 Ene Readyhough, from 2/6 to 4/6 (F.T. Sem. 1, 1/3 Sem. 2)
 (secondary)
 Sharron Reed, from .5 to 1.0, (elementary)
 Norma Ridge, from .7 to 1.0, (elementary)
 Heidemarie Rinas, from 1/6 to 2/6 (2/3 Sem. 1 only) (secondary)
 Jeannette Ryan, from .7 to 1.0, (elementary)
 Katherine Scarth, from 3/6 to 4/6 (2/3 Sem. 1 and 2) (secondary)
 Mary Scime, from .5 to 1.0, (elementary)
 Brenda Sinclair, from .5 to 1.0, (elementary)
 Elaine Smith, from 3/6 to 4/6 (2/3 Sem. 1 and 2) (secondary)
 Karen Snell, from .5 to 1.0, (elementary)
 Pamela Stansfield, from .5 to 1.0, (elementary)
 Kathryn Starodub, from 4/6 to 6/6 (F.T. Sem. 1 and 2) (secondary)
 Barbara Thoman, from .5 to .7 (elementary)
 Elsie Thorn, from 4/6 to 6/6 (F.T. Sem 1 and 2) (secondary)
 Nicholas Tsuluca, from .5 to 1.0, (elementary)
 Elizabeth Visentin, from .5 to .7, (elementary)
 Leslie Wallace, from .5 to 1.0, (elementary)
 Susan Woodland, from 3/6 to 4/6 (1/3 Sem. 1, F.T. Sem. 2)
 (secondary)

01: (u) That the timetables of the following teachers be decreased, effective 1989 09

Patricia Ashton, from 6/6 to 4/6 (2/3 Sem. 1 and 2) (secondary)
 Lyn Baillie, from 6/6 to 4/6 (2/3 Sem. 1 and 2) (secondary)
 Theresa Cardey, from .7 to .5 (elementary)
 Lisa Clarke, from 1.0 to .5 (elementary)
 Lynn Coulson-Hallas, from 1.0 to .6 (elementary)
 Irene Dewar, from 1.0 to .5 (elementary)
 Dina Diadamo, from .7 to .5 (elementary)
 Gabrielle Difrancesco, from .8 to .5 (elementary)
 Diana Goessinger, from 1.0 to .5 (elementary)
 Jeanelle Horlacher, from 1.0 to .5 (elementary)
 Marjorie Howden, from 1.0 to .5 (elementary)

Esther Hurden, from 1.0 to .4 (elementary)
 Pamela Kovacek, from .6 to .5 (elementary)
 Nora Majik, from 1.0 to .5 (elementary)
 Elizabeth Matthews, from .8 to .5 (elementary)
 Mary Lou Mauro, from 1.0 to .5 (elementary)
 Katherine Pelletier, from .7 to .5 (elementary)
 Louise Quinn, from 1.0 to .5 (elementary)
 Christine Tartaglia, from 1.0 to .5 (elementary)
 Gloria Woodruff, from 1.0 to .5 (elementary)

Respectfully submitted,

K. A. Rielly,
 Director of Education
 and Secretary

cv

...the ...
...the ...
...the ...
...the ...
...the ...
...the ...
...the ...
...the ...
...the ...
...the ...

...

...

ADDED RECOMMENDATIONSELEMENTARY/SECONDARY

(v) That the following teachers be appointed to the Probationary Staff, effective 1989 10 20, with salaries according to schedule:

Helen Charalambopoulos (secondary)
Richard MacKinnon 2/6 (2/3 Sem. 1 only) (secondary)

(w) That the following names be added to clause (b):

Patricia Adam, 1989 10 02 to further notice (elementary)
Anthony Black, 1989 09 22 to further notice (secondary)
Brian Bowman, 1989 09 07 to further notice (secondary)
Thomas Leavitt, 1989 09 07 to further notice (secondary)
Diane Nishizaki, 1989 09 06 to further notice (.5)
(elementary)
Stephen Potter, 1989 09 21 to further notice (secondary)
Maureen Selman, 1989 10 23 to 1990 02 16 (elementary)
Radia Younes, 1989 09 21 to 1989 10 06 (1.0) (secondary)
1989 10 10 to further notice (.667)

(x) That the following be appointed to the probationary Educational Assistant Staff, effective as shown, with wage rate according to the Collective Agreement:

Janet Brooks, 1989 10 10
Heather Bull, 1989 10 10
Karen Gales, 1989 10 16
Marie Huizingh, 1989 10 10
Linda Lee, 1989 10 10
Rose Raspopov, 1989 10 12
Carol Kremyr, 1989 10 05

(y) That Thelma McLaughlin be appointed to the probationary Elementary School Clerical and Secretarial Staff, effective 1989 10 10, with salary according to the salary schedule (10 month employment).

(z) That Sandra Falloon be appointed to the probationary Secondary School Clerical and Secretarial Staff, effective 1989 10 12, with salary according to the Collective Agreement (OPEIU).

(aa) That the resignation of Gerald Hobson, Principal, who is retiring on superannuation, effective 1989 12 31, be accepted with regret, and that the Board's gratuity be paid. (elementary)

(bb) That the following teacher's name be added to clause (n):

James Warren, 1989 10 03 to 1990 01 31 (2/3) (secondary)

(cc) That the resignation of Marion Willis, Elementary School Clerical and Secretarial Staff, for the purpose of retirement, effective 1989 12 31, be accepted with regret and that the Board's gratuity be paid.

(dd) That Catherine Coady be transferred from the Educational Assistant Staff (OPEIU) to the position of Elementary School Library Clerk (Category A-B - maximum \$402.00 per week) (non-union clerical staff), effective 1989 10 16, with salary according to the salary schedule (10 month employment).

1. The Board of Directors of the Corporation, hereinafter referred to as the "Board," has the honor to acknowledge the receipt of the letterhead memorandum dated and captioned as above, and in reply to inform you that the Board has considered the same and has decided to grant the request therein contained.

2. The Board has also considered the request for the appointment of a member to the Board, and has decided to grant the same. The Board has decided that the person named in the letterhead memorandum should be appointed to the Board, and that the Board's decision should be given effect.

3. The Board has also considered the request for the appointment of a member to the Board, and has decided to grant the same. The Board has decided that the person named in the letterhead memorandum should be appointed to the Board, and that the Board's decision should be given effect.

4. The Board has also considered the request for the appointment of a member to the Board, and has decided to grant the same. The Board has decided that the person named in the letterhead memorandum should be appointed to the Board, and that the Board's decision should be given effect.

5. The Board has also considered the request for the appointment of a member to the Board, and has decided to grant the same. The Board has decided that the person named in the letterhead memorandum should be appointed to the Board, and that the Board's decision should be given effect.

6. The Board has also considered the request for the appointment of a member to the Board, and has decided to grant the same. The Board has decided that the person named in the letterhead memorandum should be appointed to the Board, and that the Board's decision should be given effect.

FOUR OVER FIVE PLAN

- a) That approval be granted for the request of Barbara Ormond for a Leave of Absence under the Salary Holdback Plan ("Four Over Five"), of the 1989-1990 Secondary School Collective Agreement, for one semester of the 1991-1992 school year, effective 1992 02 01 to 1992 06 29.
- b) That approval be granted for the request of Karen Tsuji for a Leave of Absence under the Salary Holdback Plan ("Four Over Five"), of the 1989-1990 Elementary School Collective Agreement, for the 1993 - 1994 school year, effective 1993 09 01 to 1994 06 29.
- c) That approval be granted for the request of Gordon Stevens for a Leave of Absence under the Salary Holdback Plan ("Four Over Five"), of the 1989-1990 Secondary Collective Agreement, for one semester of the 1991-1992 school year, effective 1992 02 01 to 1992 06 29.

CA40NHBLW26
A36

URBAN MUNICIPAL

NOV 15 1989

GOVERNMENT DOCUMENTS

A G E N D A

PERSONNEL & ORGANIZATION COMMITTEE

1989 11 09

Confirmation of the minutes of the last regular meeting of 1989 10 12 and special meeting of 1989 09 21. *missing*

GENERAL

NEW BUSINESS:

1. Recommendations of the Director of Education - Page 1, Page 1A
2. Staffing Report for 1989-90 - Pages 2 to 12, Revised Page 7
3. Report of the sub-committee to Consider Consultants for Compensation Arrangements for Senior Officials

ELEMENTARY/SECONDARY

NEW BUSINESS:

1. Recommendations of the Director of Education - Pages 13 and 14, Page 14A

[Handwritten signature]

ADDED RECOMMENDATIONSGENERAL

(h) That Michael Newman be appointed to the position of Accounting Analyst, Financial Services Department, Administrative Category 19 (under review) (maximum \$35,649 per annum), with a one year probationary period, effective 1989 12 04, with salary according to the salary schedule.

(i) That Rosario Revilla be appointed to the Probationary Clerical Staff, in the position of Recording Secretary, Minute Room, (Category F2 - maximum \$551.00 per week), effective 1989 11 27, with salary according to the salary schedule.

(j) That Darlene Steele, Clerical Staff, be promoted to the position of Budget Analysis Clerk, Budget Department, Category D (under review) (maximum \$495.00 per week), effective 1989 12 11, with salary according to the salary schedule.

(k) That the request of Jean Friesen, Administrative Staff, for a Maternal Leave of Absence, effective 1990 01 01 to 1990 04 27, in accordance with the Employment Standards Act, be granted.

Respectfully submitted,

E. A. Rielly,
Director of Selection
and Promotion

THE HISTORY OF THE

REPUBLIC

The first part of the history of the Republic is the story of the early years of the nation, from the time of the first settlement to the establishment of the government.

The second part of the history of the Republic is the story of the growth of the nation, from the time of the first settlement to the present day.

The third part of the history of the Republic is the story of the development of the nation, from the time of the first settlement to the present day.

The fourth part of the history of the Republic is the story of the future of the nation, from the time of the first settlement to the present day.

Education Centre
100 Main Street West
Hamilton, Ontario
1989 11 09

To the Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

GENERAL

I have the honour to present the following recommendations for your approval:

(a) That Carol Ann Harvey be appointed to the probationary Clerical Staff (Category C - maximum \$452.00 per week), effective 1989 10 30, with salary according to the salary schedule.

(b) That the following be appointed to the probationary Clerical Staff (Category A-B - maximum \$402.00 per week), effective as shown, with salary according to the salary schedule:

Susan McCormick, 1989 10 23
Catherine Tropepe, 1989 10 16

(c) That the resignation of Ruth G. Sasseville, Cleaning Staff, effective 1989 10 19, be accepted with regret.

(d) That the resignation of Peter Beasley, Caretaking Staff, effective 1989 10 27, be accepted.

(e) That Terri-Lyn Cousins, Clerical Staff, be promoted to the position of Safety Clerk, (Category B2 - maximum \$417.00 per week), effective 1989 11 06, with salary according to the salary schedule.

(f) That Linda Jones, Clerical Staff, be promoted to the position of Transportation Assistant, Transportation Department, Category E (maximum \$495.00 per week), effective 1989 11 20, with salary according to the salary schedule.

(g) That Glenna Schneider, Clerical Staff, be returned from a Maternal Leave of Absence, effective 1989 10 30.

Respectfully submitted,

K. A. Rielly,
Director of Education
and Director

The Board of Education for the City of Hamilton
Le Conseil de l'éducation de la ville de Hamilton

100 Main Street West
Hamilton, Ontario
Telephone (416) 527-5092
Fax (416) 521-2536



100 ouest, rue Main
Hamilton (Ontario)
Téléphone (416) 527-5092
Fac-similé (416) 521-2536

Human Resources Department

Service des ressources humaines

27 October 1989

To the Chairman and Members
Personnel and Organization Committee
Board of Education
Hamilton, Ontario

Ladies and Gentlemen,

RE: STAFFING REPORT 1989-90

Background:

Each year the officials submit to the Board a report on staffing statistics compiled by the Research Services Department for the information of the trustees.

The attached statistics reflect enrolments and staffing as of September 30, 1989.

Elementary Staffing:

Every effort has been made to staff the schools in order to meet the educational needs of the students while not exceeding the average class size by division as outlined in the collective agreement. School consolidations have helped to eliminate some very small classes. The few remaining small schools still cause difficulty in maintaining program integrity while applying the system-wide staffing formula. The special needs of the compensatory education schools cause problems in applying the system-wide staffing formula.

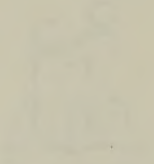
The Board has hired 188 probationary teachers since September 1988. This is the largest teacher hiring in several decades, and is a result of retirements, resignations, increased enrolment, increased teacher leaves, collective agreement requirements, and ministry directions.

The following guidelines taken from the collective agreement were used in staffing this year.

Mailing Address
P.O. Box 2558
Hamilton, Ontario
L8N 3L1

Adresse postale
C.P. 2558
Hamilton (Ontario)
L8N 3L1

The Board of Education for the City of London
in Council of the City of London



17th January 1959

To the Chairman and Members
of the Board of Education
City of London
London, E.C.4

Dear Sirs,

Introduction

I am, Sir, in the honor of the Board of Education, to inform you that the following is a summary of the findings of the Committee of Enquiry into the Education of the City of London.

The Committee has been set up to investigate the education of the City of London, and to report to the Board of Education on its findings.

Findings of the Committee

The Committee has found that the education of the City of London is in a state of decline, and that the standards of education are falling. This is due to a number of factors, including the decline in the number of teachers, the decline in the quality of the curriculum, and the decline in the standards of the examinations.

The Committee has also found that the education of the City of London is not meeting the needs of the City, and that the standards of education are not high enough to enable the City to compete in the world.

The Committee has therefore recommended that the Board of Education should take steps to improve the education of the City of London, and that the standards of education should be raised.

...2

Junior Kindergarten: (Article 20.01)

"As of October 1, the average class size across the system for Junior Kindergarten shall not exceed 19. In no case shall the class exceed 23."

The actual average class size for Junior Kindergarten on September 10, 1989 is 17.63.

Senior Kindergarten:

As stated in Article 20.01 of the collective agreement, "as of October 1, the average class size across the system for Senior Kindergarten shall not exceed 21.5. In no case shall the class size exceed 28." The actual average class size for Senior Kindergarten is 19.19.

There are no Senior Kindergarten classes with 28 or more pupils.

Grade Classes: (Article 20.02)

"Effective September 1, 1989, the city-wide average class size by division shall not exceed:"

(1) Primary	24.75
(2) Junior	26.15
(3) Intermediate	27.50

The actual average class size for September 30, 1989 is:

(1) Primary	22.82
(2) Junior	25.33
(3) Intermediate	24.99

Ministry of Education Average Class Size Target - Grade 1/2:

<u>For</u>	<u>ACS</u>
1988	24
1989	22
1990	20

The average class size for our Board for grades one and two is 22.31

Elementary Enrolment:

1987	27,743
1988	25,007
1989	25,476

This increase in enrolment will continue for at least the next few years, as our intake into grade one exceeds the number graduating from grade eight.

Under the terms of the agreement, the average class size for the year 1975 is 22.5. The actual average class size for the year 1975 is 22.5.

The actual average class size for the year 1975 is 22.5. The actual average class size for the year 1975 is 22.5.

The actual average class size for the year 1975 is 22.5.

The actual average class size for the year 1975 is 22.5.

(1) Actual	22.5
(2) Target	22.5
(3) Difference	0.0

The actual average class size for the year 1975 is 22.5.

(1) Actual	22.5
(2) Target	22.5
(3) Difference	0.0

The actual average class size for the year 1975 is 22.5.

1975	22.5
1976	22.5
1977	22.5
1978	22.5

The actual average class size for the year 1975 is 22.5.

The actual average class size for the year 1975 is 22.5.

1975	22.5
1976	22.5
1977	22.5
1978	22.5

The actual average class size for the year 1975 is 22.5.

...3

The Research Department forecast for the September 30, 1990, elementary enrolment is 26,027.

Elementary Teaching Staff:

1987	1,397
1988	1,484
1989	1,576

Secondary School Staffing:

The Board has hired 85 probationary teachers since September 1988. Again, this is the largest teacher hiring for secondary school in fifteen years. It can be attributed mainly to the large number of staff retirements, slight increased enrolment, and the terms of the collective agreement.

For the first time in many years, no probationary staff members had their contracts terminated. As a result, no teachers were designated for placement with the Separate School Board.

There were two types of staffing formula used this year according to the collective agreement.

(i) **PTR - Pupil/teacher ratio**

This method uses total student enrolment compared to the total teaching staff. The terms of the collective agreement state:

- (a) Composite: not to exceed 17.1
- (b) Alternative Education: not to exceed 17.1
- (c) Vocational: not to exceed 12.1

The staff allocation is made difficult by contract restrictions related to Department Loading Factors by semester and Individual Maximum Teaching Loads by school year which are independent of the pupil/teacher ratio. There are seven composite and three vocational secondary schools being staffed by this method.

(ii) **Component Staffing Model**

According to the model, each school is staffed by fixed formula components for the classroom teaching staff and the non-instructional teaching staff.

The Board of Directors of the Company is composed of the following members:

Board of Directors

1991	1992
1993	1994
1995	1996

The Board of Directors of the Company is composed of the following members:

The Board of Directors of the Company is composed of the following members:

The Board of Directors of the Company is composed of the following members:

The Board of Directors of the Company is composed of the following members:

- 1. Chairman of the Board
- 2. Vice Chairman of the Board
- 3. President
- 4. Secretary
- 5. Treasurer
- 6. Director

The Board of Directors of the Company is composed of the following members:

The Board of Directors of the Company is composed of the following members:

...4

Each Composite or Vocational school shall be staffed annually as of September 30 according to the following average class loading:

- 27 students in an advanced level academic class
- 23 students in a general level academic class
- 17 students in a basic level academic class
- 17 students in a composite technical class
- 16 students in a vocational technical class
- 15 students in an ESL class

There are four composite and two vocational schools being staffed by this method.

Secondary Enrolment:

	<u>1987</u>	<u>1988</u>	<u>1989</u>
Composite	12,156	12,197	12,343
Vocational	1,698	1,598	1,453
Vanier	415	423	411
	<u>14,269</u>	<u>14,218</u>	<u>14,207</u>

Secondary Teaching Staffing:

	<u>1987</u>	<u>1988</u>	<u>1989</u>
Composite	772	765	776
Vocational	158	158	142
Vanier	<u>32</u>	<u>33</u>	<u>34</u>

Collective Agreement:

(A) PTR

- | | |
|---|-------|
| (1) The seven composite Secondary Schools' PTR as of September 30, 1989: | 17.03 |
| (2) The three vocational Secondary Schools' PTR as of September 30, 1989: | 12.03 |
| (3) The PTR for Vanier Secondary School as of September 30, 1989: | 13.05 |

(B) COMPONENT STAFFING for September 30, 1989

- | | |
|---------------------------------|------|
| (1) The four composite schools: | |
| ▪ Basic Level | 14.8 |
| ▪ General Level | 22.9 |
| ▪ Advanced Level | 26.2 |
| ▪ Technical | 16.2 |
| ▪ ESL | 15.5 |

Each Department is responsible for the following items in its Department in accordance with the following items:

- * 17 students in the advanced level students class
- * 20 students in a general level students class
- * 17 students in a basic level students class
- * 17 students in a vocational training class
- * 16 students in a technical training class
- * 12 students in the 1st class

There are four categories and two sub-categories being listed in this table.

Departmental Statistics

1987	1988	1989
17,174	17,174	17,174
1,457	1,457	1,457
417	417	417
16,300	16,300	16,300

Departmental Statistics

Departmental Statistics

1987	1988	1989
17,174	17,174	17,174
1,457	1,457	1,457
417	417	417
16,300	16,300	16,300

Departmental Statistics

Departmental Statistics

- (1) The total number of students in the Department in 1987 was 17,174.
- (2) The total number of students in the Department in 1988 was 17,174.
- (3) The total number of students in the Department in 1989 was 17,174.

Departmental Statistics for the Department in 1987

(1) The total number of students

- * 17,174
- * 1,457
- * 417
- * 16,300

...5

- (2) The two vocational schools:
- Academic 16.63
 - Vocational 15.62

Recommendation:

That this report be received for information

Prepared by: R. A. Kennedy
Assistant Superintendent of Staffing

Submitted by: B. Sinclair
Superintendent of Human Resources

Approved by: K. Rielly
Director of Education

1. The first part of the report is devoted to a general survey of the situation in the country.

2. The second part of the report is devoted to a detailed study of the various aspects of the problem.

3. The third part of the report is devoted to a study of the various aspects of the problem.

4. The fourth part of the report is devoted to a study of the various aspects of the problem.

5. The fifth part of the report is devoted to a study of the various aspects of the problem.

6. The sixth part of the report is devoted to a study of the various aspects of the problem.

7. The seventh part of the report is devoted to a study of the various aspects of the problem.

8. The eighth part of the report is devoted to a study of the various aspects of the problem.

9. The ninth part of the report is devoted to a study of the various aspects of the problem.

REVISED PAGE 7

REPORT ON AVERAGE CLASS SIZE: ELEMENTARY SCHOOLS
DATA AS OF SEPTEMBER 30, EACH YEAR

SUMMARY BY GRADE

YEAR	JR KGN	KGN	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	SP ED	GLD	GFTD	GRADES 1 - 8
1973-74	17.6	21.8	24.2	28.5	28.9	29.9	30.3	31.0	30.6	29.3	7.0	12.9		29.06
1974-75	18.3	22.7	24.0	28.1	28.5	29.4	30.0	30.1	30.8	29.3	7.1	12.5		28.54
1975-76	18.7	20.9	23.7	26.5	27.5	28.3	28.5	30.1	29.3	29.1	7.3	12.3		27.76
1976-77	17.9	20.5	23.6	26.6	28.1	28.8	28.7	29.6	28.5	28.4	7.7	12.5		27.61
1977-78	18.2	20.9	23.7	26.8	27.8	28.3	28.6	28.1	28.7	28.7	7.3	12.7		27.47
1978-79	18.4	20.0	23.7	26.7	27.8	29.4	29.1	29.4	28.5	27.8	7.1	12.4		27.58
1979-80	18.5	20.2	23.9	26.8	27.7	28.6	29.0	29.0	28.6	27.2	7.3	11.9		27.44
1980-81	18.9	21.0	24.4	26.4	28.3	28.5	29.7	30.1	28.2	27.2	7.3	11.9		27.67
1981-82	18.4	19.7	23.9	26.5	27.3	28.7	29.4	29.6	28.2	27.7	7.2	11.7		27.51
1982-83	18.5	20.2	24.3	26.5	27.1	29.0	30.2	29.1	27.5	28.6	7.4	11.1		27.58
1983-84	17.8	19.8	23.8	25.8	27.0	27.3	27.8	28.9	28.4	27.5	7.5	9.8	19.8	26.87
1984-85	18.0	19.2	24.0	25.6	27.2	27.9	28.7	28.3	27.7	28.4	7.6	9.0	19.8	27.00
1985-86	18.0	19.7	24.2	25.4	26.6	28.0	28.5	27.1	28.3	26.3	7.1	9.5	17.9	26.62
1986-87	18.2	20.6	24.0	25.5	26.7	27.4	28.4	27.9	28.6	26.3	7.8	9.8	17.1	26.67
1987-88	17.5	20.6	24.2	25.2	26.0	26.7	27.2	26.8	27.0	28.0	7.5	9.8	16.9	26.20
*1988-89	17.9	19.3	23.6	24.6	25.3	26.3	26.8	25.4	27.1	26.1	7.4	8.2	18.4	25.45
1989-90	17.63	19.19	21.88	22.82	23.99	25.07	25.96	25.02	25.84	24.12	7.12	8.19	19.20	24.11

*Revised from previous reports

Research Services Department
Hamilton Board of Education
October 15, 1989
Revised November 9, 1989

SIZES OF ELEMENTARY CLASSES BY GRADE: SEPTEMBER 29, 1989

CLASS SIZE	JR KGN	KGN	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	GLD	SP ED	GFTD	TOTAL	CLASS SIZE
1												1			
2											1			1	2
3											2	1		3	3
4											4	4		8	4
5											3	5		8	5
6											6	17		23	6
7											6	13		19	7
8			1								4	27		32	8
9											2	6	1	9	9
10	2										4	3		9	10
11	3	3									2			8	11
12	2	1						1					1	5	12
13	4	4									2			10	13
14	5	6	1								3			15	14
15	10	9	1								1			21	15
16	19	6	2	3				1		1	2			34	16
17	10	11	3	3	1				2			1		31	17
18	18	21	7	4	3	2	1	1	1					58	18
19	23	21	9	3	5			2	1	2			2	68	19
20	30	11	16	13	3	3	1	2	3	7			4	93	20
21	8	13	10	11	12	3	1	5	1	5			5	74	21
22	1	14	26	10	12	3	4	7	5	3			2	87	22
23	1	11	19	11	15	11	8	9	6	17				108	23
24		7	18	16	9	15	11	8	11	9				104	24
25		5	15	22	8	21	9	9	6	14				109	25
26		2	4	14	15	7	13	9	10	7				81	26
27		1	3	2	10	9	12	15	7	10				69	27
28			1	1	9	19	12	9	12	3				66	28
29				1	4	3	3	4	7	1				23	29
30					2		3	2	4	2				13	30
31							2	2	2	1				7	31
32							1		4					5	32
33							2	2	1					5	33
34														0	34
35														0	35
36														0	36
37														0	37
38														0	38
39														0	39
40														0	40
T.CLSS	136	146	136	114	108	96	83	88	83	82	42	78	15	1206	
T.PPLS	2397	2802	2976	2601	2591	2407	2155	2202	2145	1978	344	555	288	25441	
A.C.S.	17.63	19.19	21.88	22.82	23.99	25.07	25.96	25.02	25.84	24.12	8.19	7.12	19.20		
OMITTED FROM THIS REPORT: ALTER ED															35
TOTAL ENROLMENT: SEPTEMBER 29, 1989.....															25476

AVERAGE CLASS SIZES BY DIVISION
FOR SEPTEMBER 30, 1989

CLASS SIZE	PRIMARY DIVISION			JUNIOR DIVISION			INTERMEDIATE DIVISION		TOTAL	CLASS SIZE
	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8		
8	1								1	8
9									0	9
10									0	10
11									0	11
12						1			1	12
13									0	13
14	1								1	14
15	1								1	15
16	2	3				1		1	7	16
17	3	3	1				2		9	17
18	7	4	3	2	1	1	1		19	18
19	9	3	5			2	1	2	22	19
20	16	13	3	3	1	2	3	7	48	20
21	10	11	12	3	1	5	1	5	48	21
22	26	10	12	3	4	7	5	3	70	22
23	19	11	15	11	8	9	6	17	96	23
24	18	16	9	15	11	8	11	9	97	24
25	15	22	8	21	9	9	6	14	104	25
26	4	14	15	7	13	9	10	7	79	26
27	3	2	10	9	12	15	7	10	68	27
28	1	1	9	19	12	9	12	3	66	28
29		1	4	3	3	4	7	1	23	29
30			2		3	2	4	2	13	30
31					2	2	2	1	7	31
32					1		4		5	32
33					2	2	1		5	33
34										
35										
TOTAL CLASSES	136	114	108	96	83	88	83	82	790	
TOTAL STUDENTS	2976	2601	2591	2407	2155	2202	2145	1978	19047	
A.C.S.	21.88	22.82	23.99	25.07	25.96	25.02	25.84	24.12	24.11	
DIVISION CLASSES		358			267			165		
DIVISION STUDENTS		8168			6764			4123		
DIVISION A.C.S.		22.82			25.33			24.99		

SIZES OF ELEMENTARY CLASSES BY GRADE: SEPTEMBER 29, 1989
 French Immersion Program Only

CLASS SIZE	JR KGN	KGN	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	GLD	SP ED	GFTD	TOTAL	CLASS SIZE
2														0	2
3														0	3
4														0	4
5														0	5
6														0	6
7														0	7
8														0	8
9														0	9
10														0	10
11														0	11
12								1						1	12
13														0	13
14														0	14
15			1											1	15
16														0	16
17		2								1				3	17
18					1									1	18
19		2		1	2					1				6	19
20				2	1					1				4	20
21		1	3	1	3									8	21
22		2	3	3	1			1						10	22
23			3	2	1	1		1						8	23
24		1	1	1	1	2	1							7	24
25		2				3	1							6	25
26							2							2	26
27		1					2							3	27
28						2				1				3	28
29								1	1					2	29
30									1					1	30
31										1				1	31
32														0	32
33														0	33
34														0	34
35														0	35
36														0	36
37														0	37
38														0	38
39														0	39
40														0	40
T. CLASS	0	11	11	10	10	8	6	4	5	2	0	0	0	67	
T. PPLS	0	238	237	216	208	202	155	86	115	59	0	0	0	1516	
A.C.S.		21.64	21.55	21.60	20.80	25.25	25.83	21.50	23.00	29.50					

SIZES OF ELEMENTARY CLASSES BY GRADE: SEPTEMBER 19, 1966
Compensatory Education Program Only

CLASS SIZE	JR		GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	GLD	SP		TOTAL	CLASS SIZE
	KGN	KGN										ED	GFTD		
2											1			1	2
3											1			1	3
4											1			1	4
5											2	1		3	5
6											4	6		10	6
7											4	3		7	7
8			1								3	6		10	8
9											1			1	9
10	1													1	10
11		1									1			2	11
12														0	12
13	3										1			4	13
14	2	1	1								1			5	14
15	4	1	1								1			7	15
16	4	1	2	2						1				10	16
17	3	5	2	2										12	17
18	3	6	4	4	1	1	1	1						22	18
19	4	6	5		4			1						20	19
20	8	3	4	7	2		1	1		2				28	20
21		1	1	1	3	1	1	2		2				12	21
22		5	5	3	2	2	2	2	1					22	22
23		3	3		5	1	4	3	1	3				23	23
24		1	3	2	3	4	1	1	3	3				22	24
25			3	8	1	8	3	2	2	1				26	25
26			1	1	2	3	1	3	6	3				20	26
27						1		1		1				3	27
28						3	1		4					8	28
29					1									1	29
30								1						1	30
31							1	1						2	31
32														0	32
33								2						2	33
34														0	34
35														0	35
36														0	36
37														0	37
38														0	38
39														0	39
40														0	40
T. CLSS	32	34	36	30	25	24	17	21	17	16	21	16	0	289	
T. PPLS	542	647	723	639	552	591	400	516	435	369	157	110	0	5686	
A.C.S.	16.94	19.03	20.08	21.30	22.08	24.63	23.71	24.67	25.59	23.06	7.48	6.88			

NUMBER OF SPLIT GRADE CLASSES (AN EIGHT YEAR REVIEW)
DATA AS OF SEPTEMBER 30, EACH YEAR

TYPE OF CLASS	NUMBER OF CLASSES BY YEAR							
	1982-83	1983-84	1984-85	1985-86	1986-87	1987-88	1988-89	1989-98
GR 1	103	91	90	93	95	95	102	112
GR 1/2	34	41	44	41	42	46	42	47
GR 2	51	59	52	57	55	55	66	74
GR 2/3	46	41	41	37	42	39	43	40
GR 3	42	46	50	47	49	54	58	68
GR 3/4	44	42	38	37	32	35	35	35
GR 4	42	40	44	45	47	44	47	53
GR 4/5	45	49	33	37	35	41	44	41
GR 5	50	50	58	56	57	58	57	63
GR 5/6	9	10	5	6	6	5	5	6
GR 6	84	80	79	80	78	81	84	84
GR 6/7	1	1	8	2	3	2	1	3
GR 7	92	86	76	77	72	79	78	81
GR 7/8	1	3	3	7	5	6	4	4
GR 8	80	85	80	78	78	71	76	79
TOTAL CLASSES	724	724	701	700	696	711	742	790
SPLIT G TOTAL	180	187	172	167	165	174	174	176
% SPLIT CLASSES	24.86%	25.83%	24.54%	23.86%	23.71%	24.47%	23.45%	22.28%

Education Centre
100 Main Street West
Hamilton, Ontario
1989 11 09

To the Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

ELEMENTARY/SECONDARY

I have the honour to present the following recommendations for your approval:

(a) That the following teachers be appointed to the Probationary Staff, effective as shown, with salaries according to schedule:

Ilona Ashton, 1989 11 20 (elementary)
Jean Hughes 3/6, 1989 11 17 (Full Time Semester 1 only)
(secondary)

(b) That the following teachers be appointed to the Occasional Staff, effective as shown, with salaries according to schedule:

Robert Churchill, 1989 10 10 to 1989 11 10 (.5) (elementary)
Lidia Coles, 1989 09 27 to 1989 10 27 (elementary)
1989 10 30 to 1989 11 24 (elementary)
Paul Daignault, 1989 09 25 to 1989 10 27 (elementary)
Marisa Guagneli, 1989 10 23 to 1990 02 19 (elementary)
David Hesketh, 1989 09 28 to further notice (elementary)
Arde McGrane, 1989 10 30 to further notice (.5) (elementary)
Susan Rodgers, 1989 10 16 to further notice (elementary)
Dawn Sawford, 1989 11 06 to 1990 03 30 (elementary)
Susanne Shaunessy, 1989 10 20 to further notice (elementary)

(c) That the appointment of Bernice Watts to the Occasional Staff, approved at the October Meeting, be extended to further notice. (elementary)

(d) That the following be appointed to the probationary Educational Assistant Staff, effective as shown, with wage rate according to the Collective Agreement:

Irene Birch, 1989 10 16
Debbie Boyter, 1989 10 16
Tee Jay Chatelain, 1989 10 30
Olive Clark, 1989 10 18
Helen Connely, 1989 10 23
Sharon Crechiola, 1989 10 23
Wendy Gutwein, 1989 11 06
Patricia Hughes, 1989 10 23
Ralph Laidlau, 1989 10 16
Dawn Laidman, 1989 10 23
Louise Maling, 1989 09 25
Janice McLarty, 1989 10 16
Wilma Minaker, 1989 10 23

(e) That the resignations of the following teachers, who are retiring on superannuation, effective as shown, be accepted with regret and that the Board's gratuity be paid:

D. Margaret Huber, 1989 12 31 (elementary)
Edwin, J. Malkin, 1990 01 30 (secondary)

(f) That the appointment of Mary Johnson to the position of Special Assignment Teacher - Area 1, be increased from .5 to 1.0, effective 1989 10 20 to 1990 06 30.

(g) That the requests of the following teachers for Maternal Leaves of Absence, effective as shown, be granted in accordance with conditions governing Maternal Leave:

Karen Hahn, 1990 01 08 to 1990 05 04 (elementary)
Lori Kyle, 1990 02 05 to 1990 06 01 (elementary)
Judith A. Lampman, 1990 01 15 to 1990 05 11 (elementary)
Janice McVittie, 1989 12 04 to 1990 03 30 (secondary)

(h) That the effective dates of the Maternal Leave of Absence, granted to Joanne Restivo at the September Meeting, be changed to 1989 10 02 to 1990 01 26. (secondary)

(i) That the request of Helen Demczuk for a Maternal Leave of Absence, effective 1989 11 06 to 1990 03 02, be granted in accordance with conditions governing Maternal Leave and that this Leave be followed by a Parental Leave of Absence, effective 1990 03 05 to 1990 08 31. (elementary)

(j) That the requests of the following teachers for Personal Leaves of Absence, effective as shown, be granted:

Donald Pente, 1990 02 01 to 1990 08 31 (secondary)
Ruth Walker, 1989 10 24 to 1989 11 24 (elementary)

(k) That the request of Carolyn March for an Adoption Leave of Absence, effective 1989 11 06 to 1990 03 02, be granted. (elementary)

(l) That Linda Paradis be returned from Leave of Absence and assigned teaching duties effective 1990 01 01. (elementary)

(m) That the effective dates of a Maternal Leave of Absence, granted to Heather Hamilton, Elementary School Clerical and Secretarial Staff at a previous meeting, be changed to 1989 10 16 to 1990 02 09.

Respectfully submitted,

K. A. Rielly,
Director of Education
and Secretary

(b) That the investigation of the following persons, who are known to have been active in the Communist Party, is being conducted by the FBI, and that the results of the investigation will be reported to the Senate as soon as they are available.

B. Hargrove, 1945 to 1946 (1945-46)
Hargrove, 1945 to 1946 (1945-46)

(c) That the investigation of the following persons, who are known to have been active in the Communist Party, is being conducted by the FBI, and that the results of the investigation will be reported to the Senate as soon as they are available.

(d) That the investigation of the following persons, who are known to have been active in the Communist Party, is being conducted by the FBI, and that the results of the investigation will be reported to the Senate as soon as they are available.

Karen, 1945 to 1946 (1945-46)
Karen, 1945 to 1946 (1945-46)
Karen, 1945 to 1946 (1945-46)
Karen, 1945 to 1946 (1945-46)

(e) That the investigation of the following persons, who are known to have been active in the Communist Party, is being conducted by the FBI, and that the results of the investigation will be reported to the Senate as soon as they are available.

(f) That the investigation of the following persons, who are known to have been active in the Communist Party, is being conducted by the FBI, and that the results of the investigation will be reported to the Senate as soon as they are available.

(g) That the investigation of the following persons, who are known to have been active in the Communist Party, is being conducted by the FBI, and that the results of the investigation will be reported to the Senate as soon as they are available.

Karen, 1945 to 1946 (1945-46)
Karen, 1945 to 1946 (1945-46)

(h) That the investigation of the following persons, who are known to have been active in the Communist Party, is being conducted by the FBI, and that the results of the investigation will be reported to the Senate as soon as they are available.

(i) That the investigation of the following persons, who are known to have been active in the Communist Party, is being conducted by the FBI, and that the results of the investigation will be reported to the Senate as soon as they are available.

(j) That the investigation of the following persons, who are known to have been active in the Communist Party, is being conducted by the FBI, and that the results of the investigation will be reported to the Senate as soon as they are available.

Respectfully submitted,

E. A. Tamm
Director, Federal Bureau of Investigation
Washington, D. C.

ELEMENTARY/SECONDARY

(n) That the following teachers' names be added to clause (a):

Patricia Leeming, 1989 11 17 (.5) (elementary)
 Donalda Murray, 1990 02 01 (secondary)
 Margaret Webert, 1989 12 04 (.5) (elementary)

(o) That the following names be added to clause (b):

Leslie Forsyth, 1989 11 06 to 1990 03 09 (elementary)
 Donna Hudzieczko, 1989 11 06 to 1989 12 29 (elementary)
 Barbara Jarrett, 1989 10 03 to 1989 10 31 (secondary)

(p) That the resignations of the following teachers, effective as shown, be accepted with regret:

Sheila Ford, 1989 12 31 (elementary)
 Keitha Seneco, 1990 01 31 (secondary)

(q) That Anne Marie Metford be promoted to the position of Acting Head of Department (French Immersion), effective 1989 11 17, with salary according to schedule. (secondary)

(r) That Kasturie Surat be promoted to the position of Acting Assistant Head of Department (ESL), effective 1990 02 01, with salary according to schedule. (secondary)

(s) That Lois Rhodes be transferred from the Elementary Panel to the Secondary Panel, effective 1989 09 01.

(t) That the request of Paula Griffin for an extension of her Personal Leave of Absence, effective 1990 02 01 to 1990 08 31, be granted. (secondary)

(u) That the timetable increases of the following teachers, effective as shown, be granted:

Janice Courtemanche, from .9 to 1.0, 1989 10 01 (elementary)
 Janis Muller, from .3 to .4, 1989 10 01 (elementary)

(v) That Sandra Willson be appointed to the probationary Educational Assistant Staff, effective 1989 11 06 with wage rate according to the Collective Agreement.

(w) That Terri Adrian be transferred from the position of Transportation Assistant, Transportation Department (non-union clerical staff) to the probationary Educational Assistant Staff (OPEIU), effective 1989 11 20, with wage rate according to the Collective Agreement.

(x) That the resignation of Patricia Leeming, Educational Assistant Staff, effective 1989 11 08, be accepted with regret.

ANNEXURE

(a) That the following members were elected to office in 1957:

Bartholomew, 1957 to 1960 (1957-1960)
Bartholomew, 1960 to 1961 (1960-1961)
Bartholomew, 1961 to 1962 (1961-1962)

(b) That the following members were elected to office in 1958:

Bartholomew, 1958 to 1959 (1958-1959)
Bartholomew, 1959 to 1960 (1959-1960)
Bartholomew, 1960 to 1961 (1960-1961)

(c) That the members of the following committees, effective as shown, be accepted with regard:

Bartholomew, 1957 to 1960 (1957-1960)
Bartholomew, 1960 to 1961 (1960-1961)

(d) That the members of the following committees, effective as shown, be accepted with regard:

(e) That the members of the following committees, effective as shown, be accepted with regard:

(f) That the members of the following committees, effective as shown, be accepted with regard:

(g) That the members of the following committees, effective as shown, be accepted with regard:

(h) That the members of the following committees, effective as shown, be accepted with regard:

Bartholomew, 1957 to 1960 (1957-1960)
Bartholomew, 1960 to 1961 (1960-1961)

(i) That the members of the following committees, effective as shown, be accepted with regard:

(j) That the members of the following committees, effective as shown, be accepted with regard:

(k) That the members of the following committees, effective as shown, be accepted with regard:

URBAN MUNICIPAL

DEC 19 1989

GOVERNMENT DOCUMENTS

A G E N D APERSONNEL & ORGANIZATION COMMITTEE1989 12 14

Confirmation of the minutes of the last regular meeting 1989 11 09.

GENERALNEW BUSINESS:

1. Recommendations of the Director of Education - Pages 1 and 2
2. Special Project - Asbestos Team - Pages 3 to 8
3. Report of the Special Education Advisory Committee - Page 9
4. Report of the Affirmative Action Committee - Pages 10 to 20

ELEMENTARY/SECONDARY

1. Recommendations of the Director of Education - Pages 21 to 24

I

Education Centre,
100 Main Street West
Hamilton, Ontario
1989 12 14

To the Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

GENERAL

I have the honour to present the following recommendations for your approval:

- a) That Linda Jerio be appointed to the probationary Clerical Staff (Category A-B - maximum \$426.00 per week), effective 1989 11 30, with salary according to the salary schedule.
- b) That Denise Dawson be appointed to the position of Auditor and Special Projects Assistant, Special Projects Audit and Assessment Department, Administrative Category 15 (under review) (maximum \$38,050 per annum), with a one year probationary period, effective 1990 01 08, with salary according to the salary schedule.
- c) That Karyn Hogan be appointed to the position of Research Librarian, Dr. Harry Paikin Library (Administrative Category 21 - maximum \$33,627 per annum), with a one year probationary period, effective 1990 01 08, with salary according to the salary schedule.
- d) That Marilyn Abraham, Pay Equity Co-ordinator, be appointed to the position of Wage and Salary Administrator, Human Resources Department, Administrative Category 11 (under review) (maximum \$41,940 per annum), effective 1990 01 01, with salary according to the salary schedule.
- e) That the resignation of David Lyell, Supervisory Foreman, Area 1, for the purpose of retirement, effective 1989 12 31, be accepted with regret and that the Board's gratuity be paid.
- f) That Tina Robinson be confirmed in the position of Programmer, Computer Services, effective 1989 11 22.
- g) That Greg Rutledge be confirmed in the position of Controller - Office of the Superintendent of Finance, effective 1989 12 16.
- h) That Susan Mawson, Administrative Staff, be returned from a Maternal Leave of Absence, effective 1989 12 11.
- i) That Mary Davis, Clerical Staff, be returned from a Personal Leave of Absence, effective 1990 01 08.

j) That the following teachers be appointed to teach continuing education credit courses in the 1989-90 evening school program for the period 1989 09 25 to 1990 01 24:

Janice E. Wilson
David L. Heleher
Lorna Grant
Bevril Barrow
Rhonda L. Neale
Helen Charalamopoulos
Edward Tkach
George Augustin
Patricia Bossert
Charles Cochlin
Ken Davidge
Phyllis Doyle
Naz Fiorilli
Dennis Haynes
Lane Hazelwood
Lawrence Kwitco
Michelle Lapointe
Samuel McMinn
Christopher Minnick
Noel Hudson
Elizabeth Rolland
Robert Simpson
Ronald Rambarran
James Royce
Peter Spitzer
Elizabeth Brewster
Brendan Dunne
Jodi-Anne Formosi
Louis Gaspari
Akos Jankurs
George Moore
Jorge Oliviera
Trevor Thomson

Wendy Spademan
Basdeo Surat
Norbert J. Casey
Dino Crapsi
Susann Speakman-Carlash
Matthew O. Sween
John Treen
Ivan F. Vancas
Nelly Wong
Bernice Baker
Patricia Barlas
Elizabeth Boyd
Dirk Broer
Charles Connor
Robert DeHaan
Brian Dilar
Victoria Dykstra
Edward Helden
Roger Logan
Richard MacKinnon
Robert McIvor
Paul Napier
Susan Rodgers
Paul Scherer
Theo Vandeputte
Albert DiPietro
David Evans
Robert Gallo
Robert Gombos
Alex Macfarlane
Winston Morrison
Mairi Ross
Jody Triano

k) That the following teachers be appointed as Supervisors and Assistant Supervisors of the 1989-90 Evening School Program effective 1989 09 24:

Supervisors

Paul Knox (Westdale)	Oscar Horback (Sir Winston Churchill)
Vincent Formosi (Delta)	Arthur Joose (Westmount)
Terry Ducarme (Scott Park)	

Assistant Supervisors

Paul Beattie (Westmount)

Respectfully submitted,
K. A. Rielly
Director of Education
and Secretary

Education Centre,
100 Main Street West,
Hamilton, Ontario,
1989 12 12

To the Chairman and Members,
Operations Management Committee,
Education Centre,
Hamilton, Ontario.

Ladies and Gentlemen:

**RE: PROPOSAL FOR TEMPORARY
ASBESTOS RESPONSE TEAM**

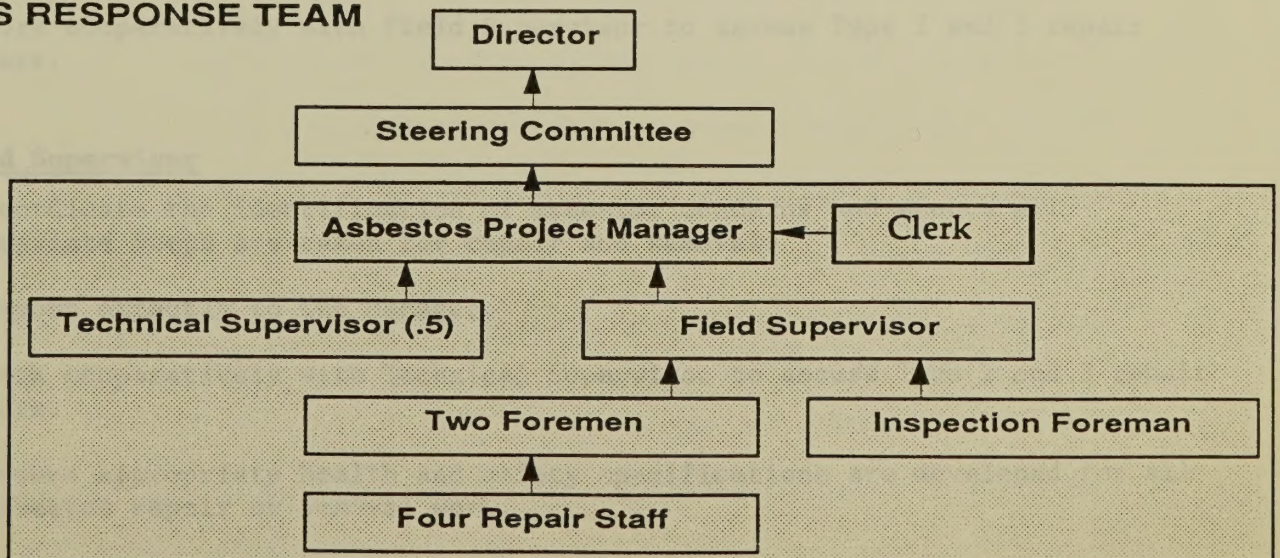
The necessity to establish an Asbestos Response Team has become critical. The Team would

- provide effective overall management of asbestos repair and removal
- improve response time whenever and wherever asbestos-related concerns arise
- co-ordinate the work of our consultants, contractors and employees involved in asbestos repair and removal
- relieve the Plant Department of this onerous responsibility which has been causing delays in other important Plant projects.

This temporary Asbestos Response Team would be put into place for an eighteen-month period, subject to semi-annual reviews. Staffing will be accomplished through re-allocation. Replacement staff will be hired on a temporary basis.

A more detailed description of the Team, its role, staffing and costs are presented on the following pages.

ASBESTOS RESPONSE TEAM

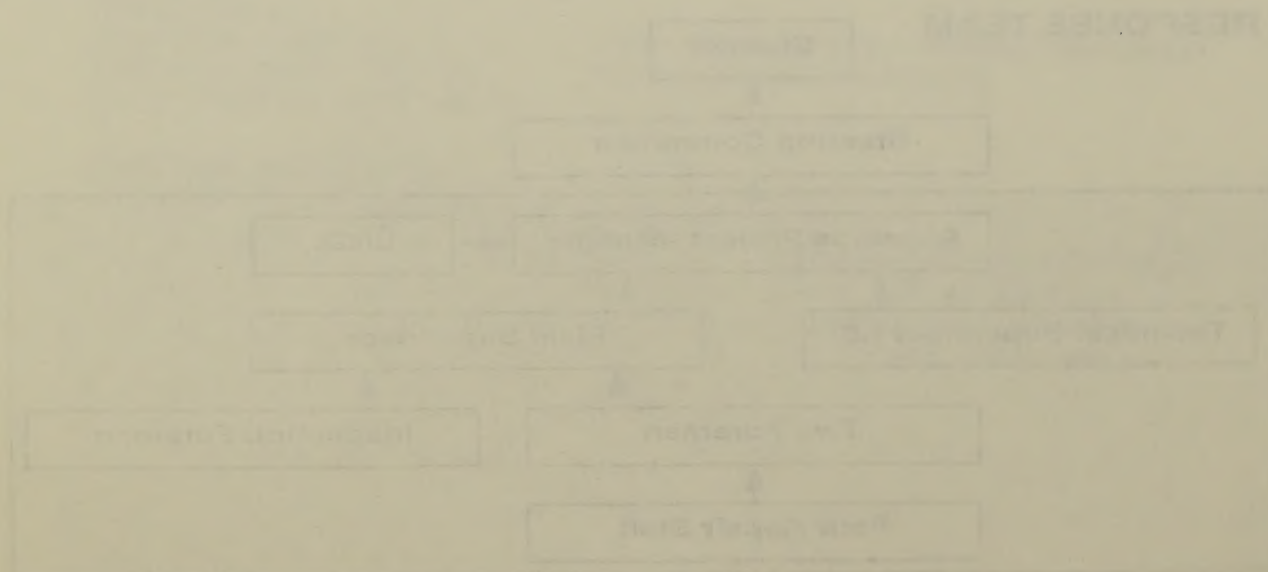


RECOMMENDATIONS:

1. That the Board establish a temporary Asbestos Response Team, effective January 1, 1990, for an eighteen-month period at an annual estimated cost of \$423,000.
2. That the Asbestos Response Team be reviewed by the Director's Office with a report to Board on the following dates:
 -June, 1990
 -December 1990
 -June 1991.
3. That the Board authorize the hiring of replacement staff on a temporary basis until this Asbestos Response Team is no longer needed.

Prepared and submitted by: Senior Management

Approved by: K.A. Rielly



ASBESTOS RESPONSE TEAM

Objectives

The Response Team will:

- develop and implement a Board plan for asbestos repair and removal.
- control and manage assigned monies to asbestos repair and removal.
- develop a uniform response to employee concerns.
- communicate with employees, Asbestos Control sub-committee, M.O.L., Regional Department of Health, consultants (engineering and legal), school Health and Safety representatives and the Board Health and Safety office.

Project Manager (1.0)

- report to the steering committee.
- responsible for the management and supervision of the Response Team and its activities.

Technical Supervisor (.5)

- report directly to the Manager.
- liaison with Plant Superintendent.
- provide technical advice in preparing job and tender specifications to contractors and engineering consultants. Implement and supervise projects.
- estimate costs.
- develop and coordinate a work plan.
- evaluate and up-date inventory reports.
- work cooperatively with Field Supervisor to assess Type 2 and 3 repair work.

Field Supervisor

Coordinate the identification of asbestos concerns and ensure all appropriate steps are taken for repair and removal.

- report directly to the Manager.
- work cooperatively with Technical Supervisor to assess Type 2 and 3 repair work.
- ensure appropriate health and safety specifications are developed for all asbestos repair or removal work.

- provide direction and supervision to foremen, repair staff and contractors.
- communicate with employees, students and the community.
- liaison with worker representative and provide information and direction.
- maintain appropriate record keeping.
- ensure compliance with the Health and Safety Act.

Foreman

- report to the Field Supervisor.
- investigate asbestos conditions in response to concerns.
- inspect and assess asbestos repair and removal.
- keep accurate field notes of site visits.
- supervise repair staff.
- monitor contractors to ensure compliance with the job specifications and the Health and Safety Act.
- liaison with worker representative.
- monitor facilities to identify additional repairs.

Inspection Foreman

- work daily with the worker representative to participate in joint inspection of asbestos repair and removal activities.
- investigate asbestos conditions in response concerns.
- report to Field Supervisor.
- investigate asbestos conditions in response to concerns.
- inspect and assess asbestos repair and removal.
- keep accurate field notes of site visits.
- supervise repair staff.
- monitor contractors to ensure compliance with the job specifications and the Health and Safety Act.
- liaison with worker representative.
- monitor facilities to identify additional repairs.

Clerk

- receive all telephone calls/enquiries.
- perform record keeping and office procedures.

Repair Staff

- undertake Type 1 and Type 2 asbestos removal or repair in compliance with the Health and Safety Act under the direction of the foremen.

**FINANCING OF TEAM
(Annual Cost)**

This team is a temporary assignment during the period of the assigned work under the special project.

Project Manager - 1.0.....	\$ 65,000
Technical Supervisor - .5.....	30,000
Field Supervisor - 1.0.....	30,000
Temporary Foreman - 3.0.....	106,000
Repair Staff - 4.0	120,000
Clerk - 1.0.....	<u>22,000</u>
Subtotal	\$373,000

Other Expenses:

Benefits, Supplies, Equipment and Other Operating Expenditures.....	<u>50,000</u>
--	---------------

Total	\$423,000
--------------	------------------

A significant portion of these expenses will be recovered by a reduction in costs presently incurred through employment of outside contractors.

REPORT OF THE
SPECIAL EDUCATION ADVISORY COMMITTEE

Present: Mrs. J. Bishop (Chairman); Trustee R. Mulholland; Mesdames Dalziel, Knol, Masters, Trott and Warren; Drs. Marshall, Newberry and Toby; and Mr. Adamson.

Also

Present: A. Mutart (Hamilton Teachers' Federation)
A. Kunc (Hamilton Principals' Association)
J. Powell-Fralick (Child Care Program Leader)
L. Woolfrey-Cooper (Family Studies Co-ordinator)
M. Schneider, Middle School Consultant

Officials

Present: J. Yurkiw, Assistant Superintendent of Special Services
R. Adams, Co-ordinator of Special Education
R. Binns, Superintendent of Schools - Area 3

The Committee recommends:

GENERAL

1. That, as SEAC is aware the time frame for assessment is inappropriate, that additional psychological services are needed to reduce the waiting list.

Respectfully submitted,

J. Bishop,
Chairman

Meeting Room,
1989 11 15

FINANCING OF TEAM

Annual Costs

This team is a temporary assignment during the period of the study and is not a permanent project.

Project Manager - 1.0 \$ 20,000

Team Leader - 1.0 \$ 20,000

Team Secretary - 1.0 \$ 20,000

Team Secretary (part-time) \$ 10,000
 Team Secretary (part-time) \$ 10,000
 Team Secretary (part-time) \$ 10,000

Team Secretary (part-time) \$ 10,000

Team Secretary (part-time) \$ 10,000

Team Secretary (part-time) \$ 10,000

Team Secretary (part-time) \$ 10,000

Team Secretary (part-time) \$ 10,000

Team Secretary (part-time) \$ 10,000

Team Secretary (part-time) \$ 10,000

Team Secretary (part-time) \$ 10,000
 Team Secretary (part-time) \$ 10,000
 Team Secretary (part-time) \$ 10,000

Respectfully submitted,

J. Edgar
 Chairman

Meeting Room
 11:15

REPORT OF THE
AFFIRMATIVE ACTION COMMITTEE

Present: M. Cunningham (Chairman), Trustees M. Baskin, J. Bishop, R. Mulholland and M. C. Clarke.

Also

Present: M. Sween (Visible Minority Representative), L. Tindall (Women Teachers' Association), S. Ophoven (O.P.S.T.F.), D. Deans (O.S.S.T.F.), J. Howard (O.P.E.I.U.)

Officials

Present: K. A. Rielly (Director of Education and Secretary)
L. Sproule-Jones (Affirmative Action Co-ordinator)

The Committee recommends:

- a) That the Board of Education continue to pursue and develop employment equity programs and activities necessary to achieve the targeted figures as laid down by the Ontario Ministry of Education by the year 2000.
- b) That the Board commit itself to hiring and promoting more persons from Minority groups.

Respectfully submitted,

M. Cunningham,
Chairman

Committee Room
1989 11 30

ACADEMIC STAFF BY POSITION AND GENDER

HAMILTON BOARD OF EDUCATION COMPARISON OVER TIME					T R E N D	C O M P	ONTARIO* ALL BOARDS PUBLIC BOARD			
1986		1989		1987			1987			
%M	%F	%M	%F	%M			%F	%M	%F	
Director of Educ.	100	—	100	—	-	-	98	2		
Super. Officers	100	—	81	19	>	+	90.4	9.5		
Consultants	67	33	65	35	>	-	46.6	53.4		
Elem. Principals	82.8	17.1	76	24	>	+	82.6	17.4	86.4	13.5
S.S. Principals	77.7	22.2	82	18	<	+	88.8	11.2	91.6	8.3
Elem. V.P.	58.8	41.1	52	48	>	+	68.8	31.2	70	30
S.S. V.P.	81.8	18.1	79	21	>	+	82.5	17.5	82.8	17.1
S.S. Dept. Hd.	74.4	25.5	71	29	>	+	73.3	26.7	74.2	25.7
S.S. Asst. Dept. Hd.	78.8	21.1	76	24	>					
Elem. Techers	25.4	74.5	23	77	<	-	25.7	74.3	28.1	71.9
S.S. Teachers	62	38	53	47	>	+	59.7	40.3	61.7	38.3

NOTE:

TREND: > gap decreasing
< gap increasing

COMP(ARE): + % better than Provincial average
- % worse than Provincial average

As of November 1989:

- Gap between males and females decreasing in 8/11 position categories
- Gap between males and females increasing in 2/11 position categories
- No change over time in 1/11 position categories

* Position categories with **BETTER** % than overall Provincial average:

- Supervisory Officer
- Elementary Principals
- Secondary Principals
- Elementary Vice-Principals
- Secondary Vice-Principals
- Secondary Department Heads
- Secondary Teacher

* Position categories with **WORSE** % than overall Provincial average:

- Director of Education
- Consulting Staff
- Elementary Teacher

* Position categories with **BETTER** % than Ontario Public School Board average**:

- Elementary Principal
- Secondary Principal
- Elementary Vice-Principal
- Secondary Vice-Principal
- Secondary Department Head
- Secondary Teacher

* Position categories with **WORSE** % than Ontario Public School Board average**:

- Elementary Teacher

* Statistics are based on 1987 September School Reports compiled in *THE STATUS OF WOMEN AND AFFIRMATIVE ACTION/ EMPLOYMENT EQUITY IN ONTARIO SCHOOL BOARDS — REPORT TO THE LEGISLATURE BY THE MINISTER OF EDUCATION — 1988*

** Positions reported for Public School Boards: Principal, Vice-Principal, Department Head, Teacher.

WOMEN IN POSITIONS OF RESPONSIBILITY BY SCHOOL BOARD

LISTING SCHOOL BOARDS OF THE CENTRAL REGION:

ELEMENTARY

(Boards reporting over 50 Positions of
Added Responsibility = 23)

% OF WOMEN IN P.A.R.:

31.9	York Region RCSSB
30.2	Toronto Bd. of Ed.
30.0	Metro Separate School Board
28.7	Scarborough Bd. of Ed.
27.6	York Region Bd. of Ed.
27.0	North York Bd. of Ed.
26.9	York Bd. of Ed.
26.2	Halton Bd. of Ed.
25.8	Hamilton-Wentworth County RCSSB
23.1	Durham Bd. of Ed.
23.0	Hamilton Bd. of Ed.
22.7	Etobicoke Bd. of Ed.
21.8	Peel Bd. of Ed.
21.5	Dufferin-Peel Bd. of Ed.
21.2	Durham Region RCSSB
18.2	Hastings-Prince Edward City RCSSB
17.5	Simcoe County Bd. of Ed.
17.3	Peterborough County Bd. of Ed.
15.3	Lincoln County Bd. of Ed.
15.2	Northumberland-Newcastle Bd. of Ed.
13.2	Niagara South Bd. of Ed.
11.0	Waterloo County Bd. of Ed.
10.6	Wellington County Bd. of Ed.

SECONDARY

(Boards reporting over 100 Positions of
Added Responsibility = 21)

% OF WOMEN IN P.A.R.:

37.3	Metro Separate Bd. of Ed.
35.3	York Bd. of Ed.
33.7	York Region Bd. of Ed.
33.3	Peel Bd. of Ed.
32.1	North York Bd. of Ed.
30.6	Toronto Bd. of Ed.
30.5	Hamilton-Wentworth County RCSSB
29.9	Scarborough Bd. of Ed.
26.5	Dufferin-Peel RCSSB
25.2	Wentworth County Bd. of Ed.
25.0	Durham Bd. of Ed.
24.6	Hamilton Bd. of Ed.
21.9	Waterloo County Bd. of Ed.
21.2	Lincoln County Bd. of Ed.
21.1	Niagara South Bd. of Ed.
21.1	Northumberland-Newcastle Bd.
21.1	Simcoe County Bd. of Ed.
20.4	Wellington County Bd. of Ed.
16.1	Hastings County Bd. of Ed.

HAMILTON BOARD OF EDUCATION

ACADEMIC STAFF BY POSITION AND GENDER

NOVEMBER 1989

POSITION	TOTAL					NEEDED FOR TARGET = 50% F			NEEDED FOR TARGET P.A.R. REPRESENTATIVE OF POPULATION POOL				
		M		F		M	F	ADD TO CURRENT	M		F		ADD TO CURRENT
		#	%	#	%				#	%	#	%	
Director/Supervisory Officers	17	14	82	3	18	9	8	+ 5 F	7	39	10	61	+ 7 F
Consulting Staff	79	51	65	28	35	40	39	+ 11 F	31	39	48	61	+20 F
Elem. Principals	71	54	76	17	24	35	36	+ 19 F	18	26	53	74	+36
S.S. Principals	17	14	82	3	18	9	8	+ 5 F	10	60	7	40	+ 4
Elem. V. P.	23	12	52	11	48	11	12	+ 1 F	6	26	17	74	+ 6
S.S. V.P.	24	19	79	5	21	12	12	+ 7 F	14	60	10	40	+ 5
Dept. Hd.	176	125	71	51	29	88	88	+ 37 F	106	60	70	40	+19
Asst Dept. Hd.	76	58	76	18	24	38	38	+ 20 F	46	60	30	40	+12
(FTE) Elem. Teachers	1526.7	350	23	1176.7	77	764	764	+414 M					
S.S. Teachers	669.2	357.9	53	311.3	47	335	335	+ 24 F					

ALL ACADEMIC STAFF

	CURRENT P.A.R.							
	MALE		FEMALE		MALE		FEMALE	
	#	%	#	%	#	%	#	%
TOTAL ACAD. POPUL. (FTE) = 2678.9	1054.9	39	1624	61	347	72	136	28
ELEM. POPUL. (FTE) = 1620.7	416	26	1204.7	74	66	70	28	30
S.S. POPUL. (FTE) = 962.2	573.9	60	388.3	40	216	74	77	26

(Figures based on information provided by Computer Services as of November 10, 1989).

TOWARDS ESTABLISHING GOALS AND TIMETABLES FOR ELEMENTARY PRINCIPALS AND VICE PRINCIPALS

To reach the Ministry's target of 50% women in Elementary Principal and Vice Principal positions by the year 2000:

	TOTAL POSITIONS	CURRENT STANDING		TARGET 2000 : 50 % F		INCREASE OF WOMEN OVER CURRENT FIGURE
		MALE # %	FEMALE # %	MALE	FEMALE	
PRINCIPAL	71	54 76	17 24	35	36	19
VICE PRINCIPAL	23	12 52	11 48	11	12	1

===== PRINCIPAL =====

- Over the next decade (1989-2000), there are estimated to be 46 vacancies through retirement (staff reaching the 90 factor).
- Of these: 38 (83%) are men; 8 (17%) are women.
- Replacements needed to reach 50%: 19 (41%) men; 27 (59%) women.
- The immediate source pool is Elementary Vice-Principals, currently comprised of 12 (52%) men; 11 (48%) women.
- The secondary source pool is the Elementary teaching staff, currently comprised of 350 (23%) men; 1176.7 (77%) women.
- Because the Vice Principal source pool will be depleted two times over during the next decade, programs must focus on teaching staff to prepare both women and men to obtain qualifications and experience enabling them to successfully fill the position of Principal.
- NOTE: Because the original source pool (teaching staff) is comprised of 77% women and 23% men, it could reasonably be anticipated that, over time and through criteria-based and non-biased selection procedures, the expected representation for Principal will be approximately 77% women and 23% men. (This figure may become more balanced over time should the number of male teachers increase through more active recruitment processes).

EXAMPLE: THREE STEP GOAL REVIEW

If, at the end of each period the numbers of replacements are as indicated below, the HBE will meet the Ministry's target by the year 2000:

	INITIAL STANDING		EST. VACANCIES		REPLACEMENT GOAL		NEW STANDING	
	MALE # %	FEMALE # %	MALE # %	FEMALE # %	MALE # %	FEMALE # %	MALE # %	FEMALE # %
1989-1993	54 76	17 24	11 73	4 27	7 47	8* 53	50 70	21 30
1993-1996	50 70	21 30	16 84	3 16	8* 42	11* 58	42 59	29 41
1996-2000	42 59	29 41	11 92	1 8	4 33	8 67	35 49	36 51

- Immediate source pool depleted by promotion to this position. Therefore, measures must ensure replenishment with qualified candidates.

===== VICE PRINCIPAL =====

- Over the next decade (1989-2000), there are no retirements (90 factor) estimated. However, it is estimated that 46 Vice Principals will be promoted to the position of Principal.
- Of these: 19 (41%) are men; 27 (59%) are women.
- Replacements needed to reach 50%: 18 (39%) men; 28 (61%) women.
- The immediate source pool is the Elementary teaching staff, currently comprised of 350 (23%) men; 1176.7 (77%) women.
- Because the Vice Principal ranks will be filled more than twice during the next decade, programs must focus on teaching staff to enable both men and women to prepare to compete for these positions.
- NOTE: Because the source pool (teaching staff) is comprised of 77% women and 23% men, it could reasonably be anticipated that, over time and through criteria-based and non-biased selection procedures, the expected representation for Vice Principal will be approximately 77% women and 23% men. (This figure may become more balanced over time should the number of male teachers increase through more active recruitment processes).

EXAMPLE: THREE STEP GOAL REVIEW

If, at the end of each period the numbers of replacements are as indicated below, the HBE will meet the Ministry's target by the year 2000:

	INITIAL STANDING				EST. VACANCIES				REPLACEMENT GOAL				NEW STANDING			
	MALE # %		FEMALE # %		MALE # %		FEMALE # %		MALE # %		FEMALE # %		MALE # %		FEMALE # %	
1989-1993	12	52	11	48	7	47	8	53	6	40	9	60	11	48	12	52
1993-1996	11	48	12	52	8*	42	11*	58	8	42	11**	58	11	48	12	52
1996-2000	11	48	12	52	4	33	8*	67	4	33	8**	67	11	48	12	52

- There will be a complete turnover of Vice Principal staff in this time period. Therefore, measures must be taken to ensure new staff are prepared for future promotion.
- ** When there are large numbers of women vacating their positions, an equal number of women need to be selected or ground will be lost in achieving the goal.

TOWARDS ESTABLISHING GOALS AND TIMETABLES FOR SECONDARY PRINCIPALS AND VICE PRINCIPALS

To reach the Ministry's target of 50% women in Secondary Principal and Vice Principal positions by the year 2000:

	TOTAL POSITIONS	CURRENT STANDING		TARGET 2000 : 50 % F		INCREASE OF WOMEN OVER CURRENT FIGURE
		MALE # %	FEMALE # %	MALE # %	FEMALE # %	
PRINCIPAL	17	14 82	3 18	9 53	8 47	5
VICE PRINCIPAL	24	19 79	5 21	12 50	12 50	7

PRINCIPAL

- Over the next decade (1989-2000), there are estimated to be 14 vacancies through retirements (staff reaching the 90 factor).
- Of these: 11 (79%) are men; 3 (21%) are women.
- Replacements needed to reach 50%: 6 (43%) men; 8 (57%) women.
- The immediate source pool is Secondary Vice Principals, currently comprised of 19 (79%) men and 5 (21%) women.
- The secondary source pool is the Department Head/Assistant Department Head ranks, currently comprised of 183 (73%) men and 69 (27%) women.
- Because there are insufficient numbers of women currently in the Vice Principal ranks to immediately replace retiring Principals, programs must focus on Department/Assistant Department Heads to ensure there are women with qualifications and experience to move up the ranks.
- NOTE: Because the total Secondary Panel population is comprised of 40% women and 60% men, a more realistic goal over the next decade for Principal and Vice Principal positions might be 40% women and 60% men.

EXAMPLE: THREE STEP GOAL REVIEW

If, at the end of each period the numbers of replacements are as indicated below, the HBE will meet the desirable goal by the year 2000:

	INITIAL STANDING		EST. VACANCIES		REPLACEMENT GOAL 50%		NEW STANDING	
	MALE # %	FEMALE # %	MALE # %	FEMALE # %	MALE # %	FEMALE # %	MALE # %	FEMALE # %
1989-1993	14 82	3 18	3 75	1 25	2 50	2 50	13 76	4 24
1993-1996	13 76	4 24	2 50	2 50	1 25	3* 75	12 71	5 29
1996-2000	12 71	5 29	6 100		3 50	3 50	9 53	8 47

(continued...)

	INITIAL STANDING		EST. VACANCIES		REPLACEMENT GOAL <u>40%</u>		NEW STANDING	
	MALE # %	FEMALE # %	MALE # %	FEMALE # %	MALE # %	FEMALE # %	MALE # %	FEMALE # %
1989-1993	14 82	3 18	3 75	1 25	2 50	2 50	13 76	4 24
1993-1996	13 76	4 24	2 50	2 50	2 50	2 50	13 76	4 24
1996-2000	13 76	4 24	6 100		3 50	3* 50	10 59	7 41

- * Immediate source pool depleted by promotion to this position.
Therefore, measures must ensure replenishment with qualified candidates.

===== VICE PRINCIPAL =====

- Over the next decade (1989-2000), there are estimated to be 15 retirements and 14 promotions to Principals for a total of 29 vacancies.
- Of these retirement vacancies: 14 (93%) are men; 1 (7%) are women.
- Of these vacancies due to promotion: for a 50% goal: 6 (43%) are men; 8 (57%) are women
for a 40% goal: 7 (50%) are men; 7 (50%) are women.
- Replacements needed to reach a 50% goal: 13 (45%) men; 16 (55%) women.
- Replacements needed to reach a 40% goal: 16 (55%) men; 13 (45%) women.
- The immediate source pool is the Department Head/Assistant Department Head ranks, currently comprised of 183 (73%) men and 69 (27%) women.

EXAMPLE: THREE STEP GOAL REVIEW

If, at the end of each period the numbers of replacements are as indicated below, the HBE will meet the desirable goal by the year 2000.

	INITIAL STANDING		EST. VACANCIES		REPLACEMENT GOAL <u>50%</u>		NEW STANDING	
	MALE # %	FEMALE # %	MALE # %	FEMALE # %	MALE # %	FEMALE # %	MALE # %	FEMALE # %
1989-1993	19 79	5 21	6 75	2 25	4 50	4 50	17 71	7 29
1993-1996	17 71	7 29	5 63	3 37	3 37	5* 63	15 63	9 37
1996-2000	15 63	9 37	9 69	4 31	6 46	7 54	12 50	12 50

(continued...)

	INITIAL STANDING		EST. VACANCIES		REPLACEMENT GOAL <u>40%</u>		NEW STANDING	
	MALE # %	FEMALE # %	MALE # %	FEMALE # %	MALE # %	FEMALE # %	MALE # %	FEMALE # %
1989-1993	19 79	5 21	6 75	2 25	4 50	4 50	17 71	7 29
1993-1996	17 71	7 29	6 75	2 25	4 50	4* 50	15 63	9 38
1996-2000	15 63	9 38	9 69	4 31	8 62	5 38	14 58	10 42

- * There will be a complete turnover of Vice Principal staff during this time period.
Therefore, measures must be taken to ensure new staff are prepared for future promotion.

TOWARDS ESTABLISHING GOALS AND TIMETABLES FOR SUPERVISORY OFFICERS

To reach the Ministry's target of 50% women in Supervisory Officer positions by the year 2000:

	TOTAL POSITIONS	CURRENT STANDING		TARGET 2000 : 50 % F		INCREASE OF WOMEN OVER CURRENT FIGURE
		MALE # %	FEMALE # %	MALE # %	FEMALE # %	
SUPERINTENDENTS	17	14 82	3 18	9 53	8 47	5
ACADEMIC SUPERINTENDENTS	12	9 75	3 25	6 50	6 50	3

- Over the next decade (1989-2000), there are estimated to be 8 retirements (based on 90 factor) of Academic Superintendents.
- Replacements needed to reach 50%: 4 (50%) men; 4 (50%) women.
- The immediate source pool is Elementary or Secondary Principal currently comprised of 68 (77%) men and 20 (23%) women.

TOWARDS ESTABLISHING GOALS AND TIMETABLES TO INCREASE REPRESENTATION OF MEMBERS OF VISIBLE MINORITY GROUPS

- Census data for the Hamilton metropolitan area¹ indicate that members of various visible minority groups comprise approximately : 4% of the population of the area;
6% of all professionals in the area;
4% of teaching positions in the area.
- Results of the Employee Questionnaire indicate that members of various visible minorities comprise approximately: 4% of the Secondary teaching staff;
2% of the Elementary teaching staff.
- Over the next decade (1989-2000), special attention should be given, during the recruiting process, to increasing the numbers of members of visible minority groups, particularly at the Elementary level, to match census figures of the source pool.
- Over the next decade, programs should focus on men and women who belong to various visible minority groups to provide opportunities for them to obtain qualifications and experience in order to compete for positions of responsibility.
- By the year 2000, it would be reasonable to expect that approximately 4% of positions of added responsibility will be held by members of visible minority groups.
- Achieving these goals, however, will depend on active recruiting not only to increase numbers, but also to replace retiring numbers, as Questionnaire results indicate that well over one-third of the current visible minority staff will be retiring during the next decade.

¹ 1981 Census of Canada data, analyzed by Technical Services, Employment Equity Branch, CEIC, Mar-Aug 1986.

1971
10/10/71

10/10/71

Dear Sir,
I am writing to you in regard to the matter of the
10/10/71

I am writing to you in regard to the matter of the
10/10/71

Yours faithfully,
10/10/71

Education Centre,
100 Main Street West,
Hamilton, Ontario
1989 12 14

To the Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

ELEMENTARY/SECONDARY

I have the honour to present the following recommendations for your approval:

(a) That the following teachers be appointed to the Probationary Staff, effective as shown, with salaries according to the salary schedule:

Joseph Citino, 1990 02 01 (elementary)
Joni Lee Clark, 1990 02 01 (secondary)
Louise E. Creaghan, 1990 01 08 (secondary)
Thomas Leavitt, 1990 02 01 (2/3 Sem. 2) (secondary)
Anne Pittis, 1990 01 01 (elementary)
Jennifer Thomas, 1990 02 01 (secondary)

(b) That the appointment of Donalda Murray to the Probationary Staff, approved at the November Meeting be rescinded. (secondary)

(c) That the following teachers be appointed to the Occasional Staff, effective as shown, with salaries according to salary schedule:

Cynthia Goodridge, 1989 12 11 to 1990 01 31 (elementary)
Kay F. Grant, 1989 11 06 to 1989 12 08 (elementary)
Janet Hartnett, 1990 01 08 to 1990 04 13 (elementary)
Donald Krouse, 1989 11 24 to 1990 01 31 (secondary)
Cameron Leslie, 1989 10 23 to 1989 12 08 (elementary)
Judith Lisoweski, 1989 11 16 to further notice (.5) (elementary)
Jeffrey Mackness, 1989 11 07 to further notice (.5) (elementary)
Donna Moore, 1989 11 20 to further notice (elementary)
Diane Schofield, 1989 10 30 to further notice (elementary)
Ellen Thompson, 1989 11 03 to further notice (elementary)

(d) That the following be appointed to the probationary Educational Assistant Staff, effective as shown, with wage rate according to the Collective Agreement:

Eileen Dartsch, 1989 11 20
Wendy Lauzon, 1989 11 29
Christine Stevenson, 1989 11 27

(e) That the resignations of the following teachers who are retiring on superannuation, effective 1990 06 30, be accepted with regret and that the Board's gratuity be paid:

Norman Buchanan (secondary)
Carolyn M. Gregory (elementary)

(f) That the resignation of Patricia Carruth, teacher, who is retiring on Disability Superannuation, effective 1990 01 29, be accepted with regret and that the Board's gratuity be paid. (secondary)

(g) That the resignations of the following teachers, effective as shown, be accepted with regret:

Lorenzo Binotto, 1990 01 31 (secondary)
Rhonda Chaimovitz, 1989 09 01 (elementary)
Jayne H. Chalmers, 1990 01 31 (secondary)
Heather Fyfe, 1989 12 31 (elementary)
Mary Lou Kestell, 1990 01 31 (secondary)
Alan A. Moorhead, 1989 12 31 (elementary)
M. Jean Simpson, 1989 12 31 (elementary)
Sandra J. Stewart, 1989 12 31 (elementary)
H. Beverley Turner, 1989 12 31 elementary)

(h) That Ann Pocq be promoted to the position of Acting Head of Department (Family Studies), effective 1990 02 01, with salary according to the salary schedule. (secondary)

(i) That Barbara Dabbs be promoted to the position of Acting Assistant Head of Department (Business Education), effective 1990 02 01, with salary according to the salary schedule. (secondary)

(j) That the following teachers be transferred to the Permanent Staff, effective 1990 01 01:

Anne Cliffe (elementary)	Dianne Merriam (secondary)
Margaret Ellison (elementary)	Mark Novakovic (elementary)
Dianne Fedor (elementary)	Sandra Peters (elementary)
Moche Freedman (elementary)	Jayne Trafford (elementary)
Lillian Jovic (elementary)	

(k) That Richard Hart be transferred from the Elementary Panel to the Secondary Panel, effective 1990 02 01.

(l) That Joan Nauta be transferred from the position of Secretary, Albion Vocational Secondary School (non-union clerical staff) to the probationary Secondary School Clerical and Secretarial Staff (OPEIU) (Level 1, maximum \$401.88 per week) effective 1990 01 08, with wage rate according to the Collective Agreement.

(m) That Roseann Cairo-Keleti be transferred from the position of Elementary School Library Clerk (non-union clerical staff) to the probationary Educational Assistant Staff (OPEIU), effective 1989 11 15, with wage rate according to the Collective Agreement.

(n) That the requests of the following teachers for Maternal Leaves of Absence, effective as shown, be granted in accordance with conditions governing Maternal Leave:

Dina Avdoulos, 1989 12 11 to 1990 01 31 (elementary)
Jennifer Beavers, 1989 12 18 to 1990 04 13 (elementary)
Irene Dewar, 1990 01 29 to 1990 05 25 (elementary)
Leslie Duncan, 1990 03 05 to 1990 06 29 (elementary)
Linda Evans, 1990 02 05 to 1990 06 01 (secondary)
Susan Moreau, 1990 01 08 to 1990 05 04 (elementary)

(o) That the effective dates of the Maternal Leave of Absence granted to Janice McVittie at the November Meeting be changed to 1989 11 21 to 1990 03 08. (secondary)

(p) That the requests of the following teachers for Maternal Leaves of Absence be granted in accordance with conditions governing Maternal Leave and that these Leaves be followed by Personal Leaves of Absence, effective as shown:

Brenda Clarke, 1990 02 01 to 1990 08 31 (secondary)
Lisa Clarke, 1990 02 01 to 1990 08 31 (elementary)

(q) That the following teachers be returned from Leaves of Absence and assigned teaching duties, effective as shown:

Heather Abbott, 1990 01 01 (.5) (elementary)
Linda Brown, 1989 12 15 (secondary)
Gillian Miller, 1990 01 01 (elementary)
Darlene Smith, 1990 01 08 (elementary)
Jane Snider, 1989 01 15 (.8) (elementary)
Ruth Walker, 1989 11 27 (elementary)

(r) That the request of Jennifer Long, School Social Worker, for a Maternal Leave of Absence, effective 1990 02 01 to 1990 05 30, in accordance with the Employment Standards Act, to be followed by a Personal Leave of Absence, effective 1990 05 31 to 1990 06 29, be granted.

(s) That the request of Colleen Danyluk, Secondary School Clerical and Secretarial Staff, for a Personal Leave of Absence, effective 1990 01 08 to 1990 07 03, be granted.

(t) That the effective date for the return of Linda Paradis, approved at the November Meeting, be changed to 1989 12 01. (elementary)

(u) That the requests of the following teachers for extensions of their Personal Leaves of Absence, effective as shown, be granted:

Rosemary Almas, 1990 02 05 to 1990 03 02 (elementary)
Jane Hashimoto-Banks, 1990 01 01 to 1990 08 31 (elementary)
Carrie Tyrosvoutis, 1990 01 01 to 1990 08 31 (elementary)

(v) That the request of Jacqueline Sykes to relinquish her position as Acting Head of Department (Family Studies), effective 1990 02 01, be granted. (secondary)

(w) That the timetables of the following teachers be increased, effective as shown:

Leslie Casson, from 3/6 to 5/6, 1990 02 01 (F.T. Sem. 2, 2/3 Sem. 2)
(secondary)

Clare Hargreaves, from 2/6 to 5/6, 1990 02 01 (2/3 Sem. 1, F.T. Sem. 2)
(secondary)

Laurel Karry, from 3/6 to 6/6, 1990 02 01 (F.T. Sem. 1 and Sem. 2)
(secondary)

Richard MacKinnon, from 2/6 to 3/6, 1989 12 04 (F.T. Sem. 1)
(secondary)

Janis Muller, from .4 to .5, 1989 10 24 (elementary)

Respectfully submitted,

K. A. Rielly,
Director of Education
and Secretary

CV

URBAN/MUNICIPAL
CA4 ON HBL W26
A36

URBAN MUNICIPAL
JAN 22 1990
GOVERNMENT DOCUMENTS

A G E N D A

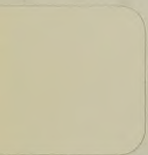
SPECIAL PERSONNEL & ORGANIZATION COMMITTEE

1989 12 19

GENERAL

NEW BUSINESS:

1. Recommendations of the Director of Education - Pages 1-2A
 2. Special Project - Asbestos Team - Pages 3 to 7, Revised Pages 8 and 8A
 3. Report of the Special Education Advisory Committee - Page 9
 4. Report of the Affirmative Action Committee - Pages 10 to 20
- L
-



Education Centre,
100 Main Street West,
Hamilton, Ontario,
1989 12 12

To the Chairman and Members,
Operations Management Committee,
Education Centre,
Hamilton, Ontario.

Ladies and Gentlemen:

**RE: PROPOSAL FOR TEMPORARY
ASBESTOS RESPONSE TEAM**

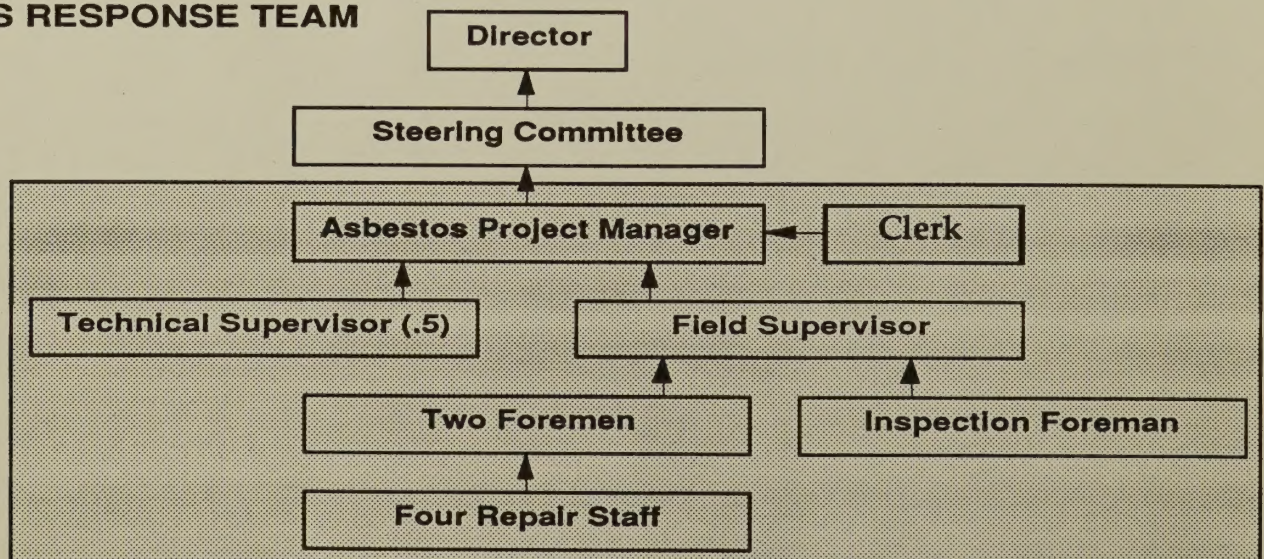
The necessity to establish an Asbestos Response Team has become critical. The Team would

- provide effective overall management of asbestos repair and removal
- improve response time whenever and wherever asbestos-related concerns arise
- co-ordinate the work of our consultants, contractors and employees involved in asbestos repair and removal
- relieve the Plant Department of this onerous responsibility which has been causing delays in other important Plant projects.

This temporary Asbestos Response Team would be put into place for an eighteen-month period, subject to semi-annual reviews. Staffing will be accomplished through re-allocation. Replacement staff will be hired on a temporary basis.

A more detailed description of the Team, its role, staffing and costs are presented on the following pages.

ASBESTOS RESPONSE TEAM



RECOMMENDATIONS:

1. That the Board establish a temporary Asbestos Response Team, effective January 1, 1990, for an eighteen-month period at an annual estimated cost of \$423,000.
2. That the Asbestos Response Team be reviewed by the Director's Office with a report to Board on the following dates:
 - June, 1990
 - December 1990
 - June 1991.
3. That the Board authorize the hiring of replacement staff on a temporary basis until this Asbestos Response Team is no longer needed.

Prepared and submitted by: Senior Management

Approved by: K.A. Rielly

ASBESTOS RESPONSE TEAM

Objectives

The Response Team will:

- develop and implement a Board plan for asbestos repair and removal.
- control and manage assigned monies to asbestos repair and removal.
- develop a uniform response to employee concerns.
- communicate with employees, Asbestos Control sub-committee, M.O.L., Regional Department of Health, consultants (engineering and legal), school Health and Safety representatives and the Board Health and Safety office.

Project Manager (1.0)

- report to the steering committee.
- responsible for the management and supervision of the Response Team and its activities.

Technical Supervisor (.5)

- report directly to the Manager.
- liaison with Plant Superintendent.
- provide technical advice in preparing job and tender specifications to contractors and engineering consultants. Implement and supervise projects.
- estimate costs.
- develop and coordinate a work plan.
- evaluate and up-date inventory reports.
- work cooperatively with Field Supervisor to assess Type 2 and 3 repair work.

Field Supervisor

Coordinate the identification of asbestos concerns and ensure all appropriate steps are taken for repair and removal.

- report directly to the Manager.
- work cooperatively with Technical Supervisor to assess Type 2 and 3 repair work.
- ensure appropriate health and safety specifications are developed for all asbestos repair or removal work.

- provide direction and supervision to foremen, repair staff and contractors.
- communicate with employees, students and the community.
- liaison with worker representative and provide information and direction.
- maintain appropriate record keeping.
- ensure compliance with the Health and Safety Act.

Foreman

- report to the Field Supervisor.
- investigate asbestos conditions in response to concerns.
- inspect and assess asbestos repair and removal.
- keep accurate field notes of site visits.
- supervise repair staff.
- monitor contractors to ensure compliance with the job specifications and the Health and Safety Act.
- liaison with worker representative.
- monitor facilities to identify additional repairs.

Inspection Foreman

- work daily with the worker representative to participate in joint inspection of asbestos repair and removal activities.
- investigate asbestos conditions in response concerns.
- report to Field Supervisor.
- investigate asbestos conditions in response to concerns.
- inspect and assess asbestos repair and removal.
- keep accurate field notes of site visits.
- supervise repair staff.
- monitor contractors to ensure compliance with the job specifications and the Health and Safety Act.
- liaison with worker representative.
- monitor facilities to identify additional repairs.

Clerk

- receive all telephone calls/enquiries.
- perform record keeping and office procedures.

Repair Staff

- undertake Type 1 and Type 2 asbestos removal or repair in compliance with the Health and Safety Act under the direction of the foremen.

FINANCING OF TEAM (Annual Cost)

This team is a temporary assignment during the period of the assigned work under the special project.

	<i>Annual Project Cost</i>	<i>Annual Additional Cost</i>
Project Manager - 1.0	\$ 65,000	0
*Technical Supervisor - .5	30,000	0
Field Supervisor - 1.0	30,000	0
Temporary Foreman - 3.0	106,000	106,000
Repair Staff - 4.0	120,000	120,000
Clerk - 1.0	<u>22,000</u>	<u>22,000</u>
Sub total	\$ 373,000	\$ 248,000

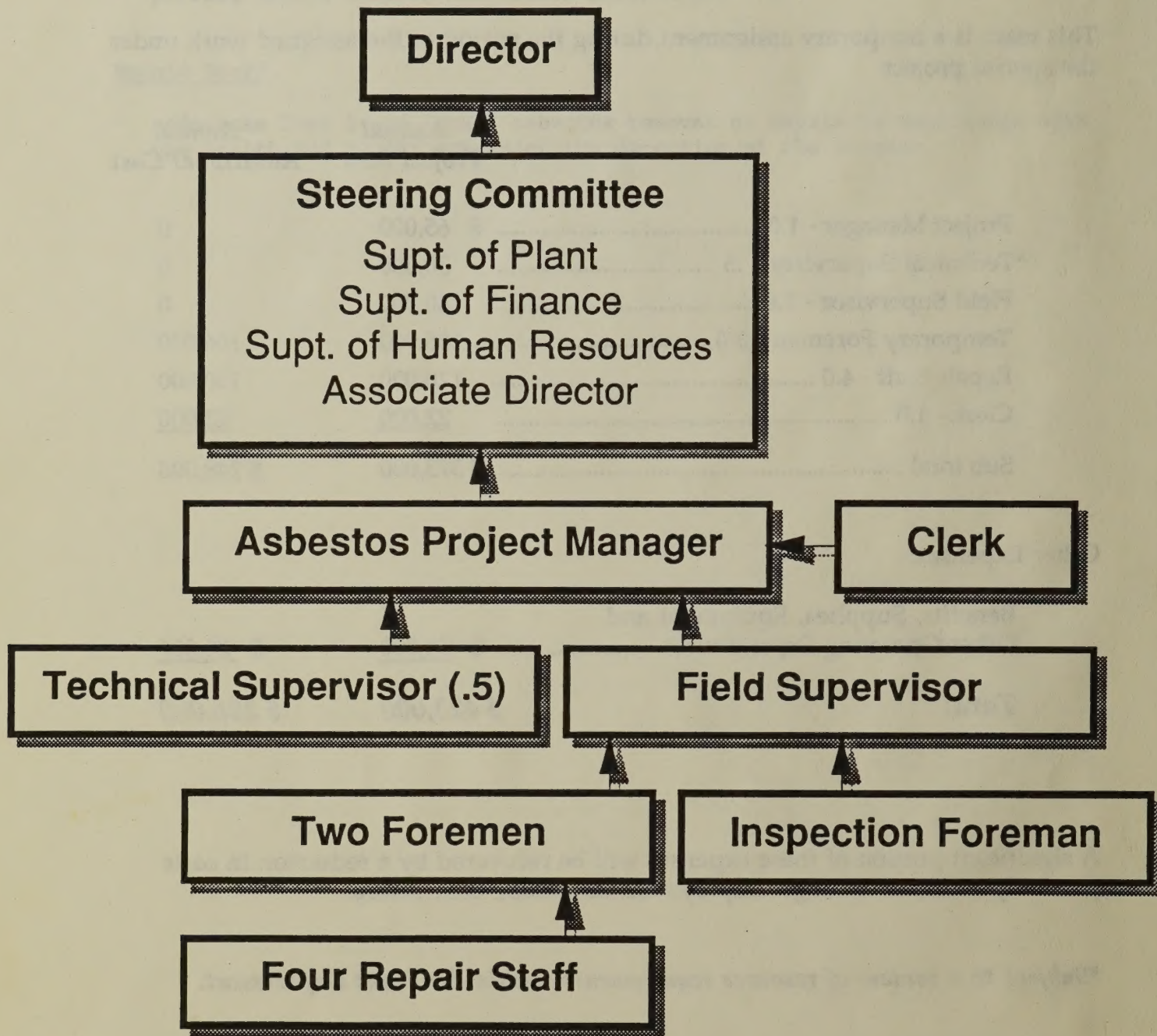
Other Expenses:

Benefits, Supplies, Equipment and Other Operating Expenditures	\$ <u>50,000</u>	\$ <u>50,000</u>
Total	\$ 423,000	\$ 298,000

A significant portion of these expenses will be recovered by a reduction in costs presently incurred through employment of outside contractors.

**Subject to a review of resource requirements within the Plant Department.*

ASBESTOS RESPONSE TEAM



NOTE: FOR AN EIGHTEEN-MONTH PERIOD, SUBJECT TO SEMI-ANNUAL REVIEWS:

- JUNE, 1990
- DECEMBER, 1990
- JUNE, 1991



ACCOPRESS®



25070	YELLOW/JAUNE	BY2507
25071	BLACK/NOIR	BG2507
25072	BLUE/BLEU	BU2507
25073	R. BLUE/BLEU R.	BB2507
25074	GREY/GRIS	BD2507
25075	GREEN/VERT	BP2507
25077	TANGERINE	BA2507
25078	RED/ROUGE	BF2507
25079	X. RED/ROUGE X.	BX2507

MADE IN CANADA BY/FABRIQUÉ AU CANADA PAR

ACCO CANADIAN COMPANY LIMITED
COMPAGNIE CANADIENNE ACCO LIMITÉE
TORONTO CANADA



3 2022 21335877 9